



ACADEMIC APPEALS

The regulations and guidelines governing academic appeals are delineated in the [Academic Calendar, section 2, Academic Regulation 11](#). It is the responsibility of students and instructors to provide the Committee on Academic Appeals with **all relevant available material on which the grade was based**. Be advised that when a grade appeal is launched, the grade can be raised, lowered, or remain unchanged. Before completing this form, students are strongly advised to read this regulation very carefully. **All submitted documents will be shared with all parties.**

STUDENT INFORMATION:			
Last Name:		First Name:	
Student Number:	A <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>	Cell Phone #:	
Home Phone #:		Email Address:	
Current Address:			
Permanent Address:			

TYPE OF APPEAL: Complete only **ONE** of these two options.

GRADE APPEAL	Supporting documentation must be attached (which includes, but not limited to): 1) any communications (written or email) with the instructor about the issue, 2) any relevant course materials pertaining to the grade appeal (e.g., course outline, assignment instructions, grading rubric, information describing test or exam), 3) any graded work related to the final grade you are appealing, 4) if a brief interview is desired to present your case to the committee, you must request that in your appeal.		
Term:		CRN:	
Course Number:		Instructor:	
Course Name:			
Reason for Appeal:			

NON- GRADE APPEAL	Briefly describe PRECISELY what you are looking for:		
Term:		CRN:	
Course Number:		Instructor:	
Course Name:			
Reason for Appeal:			

TO BE PROCESSED, ALL OF THE FOLLOWING MUST BE COMPLETED:

A GRADE APPEAL - Students who wish to appeal a grade must first consult the instructor concerned **within twenty (20) working days of receiving the official final grade** and, if unsatisfied, should then consult the Associate Dean of the Faculty or designate. If the problem is still unresolved, students may forward the appeal to the Committee on Academic Appeals through the University Secretariat. **This must be done in writing, through the University Secretariat, within thirty (30) working days from the last day of the semester in which the course is taken.**

A NON-GRADE APPEAL - On appeals other than those for a change of grade, normally **within twenty (20) working days of the event or the decision being received by the student**, the student shall submit the appeal in writing and direct it to the Committee on Academic Appeals through the University Secretariat.

Date Instructor was consulted:	
Instructor Signature:	
Date Dean / Associate Dean was consulted:	
Dean / Associate Dean Signature:	

State PRECISELY what you expect the upholding of your appeal to accomplish:

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- Attach **ALL** relevant documentation.
- Complete and return form to academicregulations@smu.ca

Student Signature:		Date of Filing:	
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FOR OFFICE USE ONLY	
Received by Administrator:	
Forwarded to Appeals Committee:	
Heard by Appeals Committee:	
Student notified of decision:	
Comments:	