

Department of Economics Undergraduate Studies
Room 4075 * Social Science Centre * Western University * London, Ontario, Canada * N6A 5C2
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ACADEMIC APPEAL

This form may be used to appeal a mark in a course or examination, or to appeal denial of entry or continuation in an Economics program. For other appeals, please consult the current Western University Academic Calendar under “Academic Rights and Responsibilities.” For complaints that do not seek to appeal a mark or denial of entry/continuation in an Economics program, use the separate form for academic complaints.

Instructions:

- ❖ Complete the cover page and use the space indicated to write your letter of appeal.
- ❖ If possible complete electronically (using “Fill & Sign” option in Adobe Acrobat). Alternatively, print and fill out by hand.
- ❖ Submit the cover page and letter of appeal to econugrd@uwo.ca. Alternatively, submit to the Undergraduate Coordinator in SSC Room 4075.

Appeals of marks must be made by the following deadlines, which are strictly enforced:

January marks -----	January 31
April/May marks -----	June 30
Intersession marks -----	July 31
Summer Evening marks -----	August 31
Summer Day marks -----	September 15
Spring/Summer Distance Studies marks --	October 15

Reminders:

- ❖ If you are dissatisfied with your mark on a course or an examination, you must first approach the instructor who awarded the mark in an attempt to settle the matter. The Undergraduate Director will not consider an appeal unless such an attempt has been made.
- ❖ If you decide to go ahead and write a test or an examination, you should be prepared to accept the mark you receive. Rewriting tests or examinations or having the value of the test or examination reweighted on a retroactive basis is not permitted.

- ❖ The Department of Economics will normally only consider adjusting a mark if there has been an error in evaluation. If you believe there has been such an error you must explain clearly your basis for that claim.
- ❖ Systematic adjustments of marks can occur in Economics courses. Such adjustments can go either up or down. The fact that grades have been adjusted is not a reason to appeal.

Western University Department of Economics
Academic Appeal: Cover Letter

Surname	Given Name	Student Number	Phone Number	Western email address
Street	City	Province	Country	Postal Code
Instructor: (if relevant)		Course Number and Section: (if relevant)		

I hereby certify that the information given in my appeal is true and complete, to the best of my knowledge.

Signature

Date

Western University Department of Economics

Letter of Appeal

Write your letter of appeal in the space below. If you need more space, you can continue onto additional pages.

In the letter you should answer the following questions:

- ❖ Why am I submitting the appeal?
- ❖ What is the purpose of my appeal? (For example, is the purpose of the appeal to request a re-mark of an exam? Or, to ask for the correction of an error in the calculation of a mark? Or, something else?)
- ❖ What are the grounds of my appeal?
- ❖ What are the facts surrounding my appeal? Please be as specific as possible.
- ❖ Is there any documentation or evidence available to substantiate my claim? If so, explain the documentation/evidence and submit the documentation/evidence together with this appeal.

