

Undergraduate Student Academic Appeals Form

See Appeals Policy and Procedures here: [appealsundergrad.pdf \(uwo.ca\)](#)

Once completed, email form and any supporting documentation to:

Dr. Dan Shrubsole, Associate Dean: dashrubs@uwo.ca

STUDENT INFORMATION:

DATE:

First & Last Name:

Student Number:

Western Email Address:

Program:

Home Department:

Home Faculty:

BACKGROUND ABOUT YOUR APPEAL:

A. Course Information:

Course Number

Section Number

Course Title

B. What component/situation is being appealed? (Check all that apply)

Assignment/Essay

Denied Academic Consideration Request

Final Exam

Grade Appeal

Participation Marks

Program Requirement

Quiz/Term Test

Retention of Scholarship

Retroactive Withdrawal

Other (specify)

C. What are the grounds for your appeal?ⁱ

Compassionate (eg. Bereavement)

Extenuating Circumstances beyond your control

Medical/Mental Health

Other (specify): (See endnote ii)ⁱⁱ

Have you attempted to resolve your concern(s) informally with the Course Instructor, Social Science Academic Counselling Office, or Department?ⁱⁱⁱ (please briefly explain and provide emails, if appropriate, with instructor, Academic Counsellor or Department representative). Please describe your previous attempts to resolve the issue.

DETAILS ABOUT APPEAL:

- A. Describe the circumstances that led to your appeal. Explain what happened and what you did that was within your control, as well as what events happened that were beyond your control (Hint: Tell a clear and concise story about what happened). You can refer to and include evidence and/or documents (e.g., emails, medical notes) to support your story.

B. How do those circumstances relate to your grounds for appeal?

C. What is the outcome or remedy/solution that you wish to achieve (e.g., submit paper late, write test/final; late WDN. See endnote ii):ⁱⁱ

ⁱ The grounds for a request for relief may be one or more of: medical or compassionate circumstances, extenuating circumstances beyond the appellant's control, bias, inaccuracy, or unfairness. All grounds advanced in a request for relief must be supported by a clear and detailed explanation of the reasons for the request together with all supporting documentation. Note that requests for relief based on medical or compassionate circumstances should in most cases have been made to the student's Dean's Office/Academic Counselling unit at the time of the circumstances. Requests for retroactive relief based on such circumstances and which do not involve the fairness of the course itself should be initiated with the Dean's Office/Academic Counselling unit of the student's Home Faculty and include a clear explanation of why academic considerations were not requested in a timely manner. Ignorance of Senate regulations and policies, and particular program requirements and policies, as set out in the Academic Calendar, does not constitute grounds for a request for relief.

ⁱⁱ Examples of relief or outcomes that can be considered by a Dean: 1. Waiver of a Senate regulation or requirement. 2. Allowing the opportunity for a make-up or reassessment. 3. Directing the adjustment of a grade on a particular piece of work, e.g., following the report of an independent assessor. [It is possible that a grade may be lowered as a result of reassessment.] 4. Directing the adjustment of grades in the case of a request for relief against general marking or grading practices. [This form of relief does not extend to the re-evaluation of the work submitted.] 5. Setting aside or adjusting a ruling at a previous level (i.e., Department) that a scholastic offence occurred, or adjusting the severity of a sanction imposed for a scholastic offence.

ⁱⁱⁱ Academic Counselling Office considers medical and compassionate appeals. Compassionate appeals are based on events or circumstances that occurred usually very quickly and you were unable to respond to or that you did not have control over. Appeals of decisions made by the Academic Counselling Office and the Department Appeals Representative (usually the Department Chair or the Undergraduate Chair) are submitted to the Associate Dean, Dr. Dan Shrubsole at dashrubs@uwo.ca. Your instructor would be the first point of contact regarding appeals related to the marking of an assignment or exam (e.g., bias, unfairness – See i above). Appeals of an instructor's decision are submitted to the Department Appeals Representative. Appeals of decisions made by the Department Representative are submitted to the Associate Dean, Dr. Dan Shrubsole at dashrubs@uwo.ca.