Procedures in Requests for Academic Relief

A request for academic relief asks for an exemption from a University regulation or that a grade be changed. The procedures governing these requests are established partly by Senate regulation, and partly by decision of the Writing Studies Office. By Senate regulation (Western Academic Calendar), requests must be submitted according to the following deadlines:

- **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 courses**: October 15

The deadline is June 30th for requests for relief concerning program eligibility and progression.

For procedures beyond the level of the Writing Studies Office, consult the Western Academic Calendar, or ask at the Dean’s office for an appointment with the faculty’s academic counsellor. Bear in mind that there will be deadlines for appealing against the Writing Studies Office decisions on requests for relief.

**Writing Studies Procedures:**

1. These procedures are applicable for courses in Writing. Students may request academic relief with respect to grades on essays, tests, or final examinations. Unless there is a procedural irregularity, relief cannot be adjudicated for other matters such as participation grades.

2. The first stage of the process is a discussion with the instructor of the course; the appeal must be made within three weeks of the date on which the assignment was returned to the class.

3. A request for relief at the level of the Writing Studies Office must be made in writing; forms are available from the Writing Studies Office, Lawson Hall 3270. A request cannot be lodged without grounds, which may include questions of fairness or appropriateness of general grading practices.

4. The Director will contact the instructor in order to ensure that a full discussion of the matter has taken place at the level of the instructor and the student. In the case of a final examination, the student is entitled to go over the examination with the instructor. For an assignment or test, the student must discuss the material in some detail with the instructor. The absence of a response from the instructor within two weeks during the fall and winter terms will be taken as agreement that jurisdiction in the matter has moved to the level of the Writing Program Office. During the summer term, if the instructor is unavailable, the request will normally be suspended as long as necessary. (This does not contravene the Senate deadlines given above; the grievance must be filed within the appropriate time limit.) If an instructor is unavailable for an extended period of time the request for relief will proceed.

5. Once the Writing Studies Office has taken jurisdiction in a request for relief, it cannot return to the instructor.

6. The Director will consider the grounds given, and may arrange to have the assignment or examination re-read confidentially by another instructor who taught the course during the current year or in recent years, but who is not the student's instructor. For assignments, the student must submit the original work, but should also submit a clean copy for the second reader. The instructor should provide the original assignment.

7. If the grade given by the second reader differs from that given by the student's instructor, the Director of Writing Studies will discuss the grade with both readers. A grade on which any two of these three people (the instructor, the second reader, and the Director) agree will become the final grade for the assignment.

8. A request for a change in grade will have one of three results: the grade may stand, or be raised, or be lowered.

[PLEASE SEE OTHER SIDE FOR FORM FOR REQUEST FOR ACADEMIC RELIEF.]
REQUEST FOR ACADEMIC RELIEF [MARKS]

I wish to request a change in the grade assigned to the attached (circle one) essay / test / final examination in Writing: (course number) ___________________, (section)__________________.

The name of the instructor is ___________________________________. I understand that it will be reread by another specialist who teaches or has taught the course and that a grade on which any two of these three people (the instructor, the second reader, and the Director of Writing) agree will become the final grade for the assignment / examination, whether the mark is raised, lowered or remains the same.

I also understand that I may appeal the decision of the Writing Studies Office to the Dean of the Faculty of Arts and, if I am not satisfied, to the Senate Review Board Academic.

The (circle one) essay / test / examination in which I am requesting a change in the grade was assigned a grade of _____________. I believe the work in question was worth _____________. This assignment is worth ____________% of the final grade. My final grade for the course (if applicable) is ____________.

I have discussed the work with my instructor and have not resolved the problem because: ______________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________
______________________________________________________________________________________________________________

Grounds for the request for a change in grade are:____________________________________________________
______________________________________________________________________________________________________________
_____________________________________________________________________________________________
______________________________________________________________________________________________________________

NAME:

STUDENT NUMBER:

PROGRAM AND YEAR:

LOCAL ADDRESS (Street) (City) (Province) (Postal Code)

LOCAL PHONE NUMBER: ________________________________

UWO E-MAIL ADDRESS:

PERMANENT ADDRESS [after what date]:

(Street) (City) (Province) (Postal Code)

HOME PHONE NUMBER (include area code) ________________________________

HOME E-MAIL ADDRESS

PLEASE RETURN TO: Writing Studies Office, Lawson Hall, Room 3270, London, Ontario, N6A 5B8

Revised January 2017