



Request for Academic Relief (Grade Appeal)

Note: Please submit your appeal form and the test or assignment that you wish to appeal to visarts@uwo.ca. In the case of an artwork, please submit a digital photo; if the actual artwork is needed, we will contact you.

STUDENT INFORMATION:

DATE:

First & Last Name:

Student Number:

Program and Year:

Western Email Address:

BACKGROUND OF YOUR APPEAL:

A. Course Information:

Course Number and Section: *(e.g. SA 2610A)*

Professor's Name:

Tutorial Instructor's Name: *(if applicable)*

B. What component is being appealed: *(check all that apply)*

Assignment

Essay

Test

Final Examination

C. Grade received:

D. Grade requested:

E. Value of component: *(e.g. 10% of final grade)*

F. Your final grade for the course: *(if applicable)*



DETAILS OF YOUR APPEAL:

- A. The first step of the grade appeal process is a meeting or email correspondence with your Course Instructor. **Please describe your consultation with the instructor (indicate the date of your interaction, provide emails, if applicable, and describe the result).** If the instructor is not available or failed to respond to your request within 7 calendar days, state so explicitly.
- B. **Why are you not satisfied with the response provided by your Course Instructor?** Provide your grounds and cite any applicable policy in the [Western Academic Calendar](#) (e.g. the fairness of your assessment in the course). Your argument should not contain any reasons that have not been presented to the instructor.

AGREEMENT OF TERMS:

By checking the boxes below, you agree to the following terms:

I understand that it will be reevaluated 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 Chair) agree will become the final grade, whether the mark is raised, lowered or remains the same.

I also understand that I may appeal the Department's decision to the Dean of the Faculty of Arts and Humanities and, if I am not satisfied, to the Senate Review Board Academic.