

SArD Supplementary Studio Litigation Procedure

Approved by Admissions and Student Affairs Committee

November 30, 2012

Approved by School Administrative Committee

December 21, 2012

The following is the **University Grade Review and Litigation Procedure**

[Approved by CD on May 27, 2008/ revised May 17, 2011]

It is the student's right to seek clarification on assignments and to enquire about a grade earned on a given examination, term paper, or project. Below are the procedures to be followed should a student request a grade review:

1. Up to one week from receiving a grade, a student may ask the instructor to review the grading of an exam, term paper or project.
2. The instructor is to provide the student with an answer to his/her request within one week from the date of the request.
3. If the student still has an issue with the grade earned, he/she may present the case in writing to the office of the chairperson concerned within one week from receiving the instructor's answer.
4. The chairperson is to follow-up on the matter with the instructor and the student as deemed necessary. The decision is provided to the student through the office of the chairperson.
5. If the student still has an issue with the decision, he/she may appeal it to the pertinent school council. The appeal is made in writing to the Dean's office within one week from receiving the decision from the chairperson. The council's decision on the appeal is final with no further appeals being allowed.
6. In the case of **course** grades, and should the pertinent school council recommend that the grade merits review, the School Dean will appoint a committee of three faculty members, two of whom are in the same discipline as the course whose grade is contested, to review the course grade and make a recommendation to the dean. Should the review committee recommend a change of grade, this should be approved by the dean and the provost.

In implementation of the above, and in elaboration of items 5 & 6, the School of Architecture & Design has approved the following procedure that applies specifically in the case of **Design Studios**:

- In case a student has a legitimate issue with the Chair's decision, he/she would be required to appeal through a petition to the Admissions & Student Affairs Committee [ASA], accompanied by a detailed portfolio of his/her design work in that particular studio.
- The ASA will review the case and send its recommendation to the Dean. If necessary, the Dean in consultation with the Chair, will appoint an Ad-Hoc committee to conduct a re-jury of that case.
- The decision of that Ad-Hoc committee will be final and will not be subject to any further appeals.