

Political Science Department Grade Appeals Process

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The Political Science Grade Appeals Process elaborates the departmental procedure for Student Grievances under Policy 70 (Student Petitions and Grievances) at the 'request' stage.

A grade appeal may be launched where a student has concerns about the procedural or substantive fairness of the marking process in a Political Science (PSCI) or International Studies (INTST) course. All formal departmental appeals are appeals of the grade *in the course*, and all written work in the course will be assessed. Your final mark may go up or down.

1. Appeals **must** be initiated by the last day of classes of the semester following the end of the course to be appealed. Appeals submitted later will be entertained only at the discretion of the Associate Chair (Undergraduate).
2. Normally, departmental grade appeals will only be considered where the student has met with the course instructor and a satisfactory informal resolution has not been reached. Normally, the instructor shall be informed that a formal department-level appeal has been initiated.
3. All grade appeals must be in submitted in writing (hard copy) to the Associate Chair (Undergraduate).
4. Appeals that are primarily procedural (that is, concerning extensions, medical documents, or other matters not primarily related to the substantive evaluation of the work) will be adjudicated by the Associate Chair (Undergraduate). Students submitting primarily procedural appeals should submit the following:
 - a letter explaining the reasons for the appeal, and describing the attempts at informal resolution with the course instructor;
 - documents supporting the appeal (including correspondence with the instructor; University of Waterloo Verification of Illness certificates, notes from counselling services or AccessAbility; other documents as appropriate);
 - Marked-up copies of all assignments or exams in the student's possession. The Associate Chair (Undergraduate) will be responsible for obtaining any remaining written course work from the course instructor, as well as copies of all assignment guidelines, rubrics, and answer keys.
5. Students submitting appeals that are primarily substantive (that is, concerning the marking of written assignments or exams) should include the following:
 - a letter explaining the reasons for the appeal, and describing the attempts at informal resolution with the course instructor;
 - where applicable, documents or emails providing evidence of the attempt at informal resolution;
 - Clean copies of all written assignments;
 - Marked-up copies of all written assignments or exams in the student's possession.

6. Reassessment of substantive appeals is to be undertaken by a third instructor competent in the relevant sub-discipline as arranged by the Associate Chair (Undergraduate). The instructor undertaking the reassessment is to be provided with additional examples of written work in the course to be arranged by the Associate Chair (Undergraduate).
7. The instructor undertaking the reassessment will provide a statement in writing of the grade assigned for the re-assessed work. The re-assessed grade will be used to calculate the course grade using the weights assigned in the course and additional grades assigned by the instructor. In regard to the latter, grades for oral presentations in class are not subject to appeal.
8. Challenges to the Political Science Department's assessment are governed by the "Challenge" procedure in Appendix B, Section 2A of Policy 70 (Student Petitions and Grievances).