

SFU Department of Economics

Grade Reconsideration and Appeal Process

Grade appeals at SFU are governed by University Policy T20.01: Grading and the Reconsideration of Grades, available online at <http://www.sfu.ca/policies/gazette/teaching/t20-01.html>.

IF YOU WOULD LIKE A FINAL GRADE TO BE RECONSIDERED, PLEASE DO THE FOLLOWING:

Step 1: Speaking with your instructor

1. Discuss your concerns with your instructor.
2. Obtain all relevant information about your grade from your instructor, including the exact calculation of your final grade. You may also request to view your graded final exam and any other graded materials that have not been handed back to you.
 - a. Instructors will normally be available for this purpose during the first week of classes in the following term. Instructors may make other arrangements if necessary.
 - b. If your instructor cannot provide this information within a reasonable timeframe, please contact an economics advisor at econ_advisor@sfu.ca for assistance.

Basis of an appeal: By University Policy T20.01, “Grades shall reflect demonstrated achievement in meeting course objectives.” Your appeal therefore must be based on grading that is in error or is otherwise inappropriate in reflecting your demonstrated achievement in meeting course objectives. Grades will not be changed on any other basis, including hard work, good intentions, your perception of your own knowledge, or your need for a higher grade.

Prior to seeking formal reconsideration of a final grade, you are expected to raise your concern with the instructor without delay. The reconsideration of a grade may result in the grade being raised, lowered or remaining unchanged.

If you have followed the above steps and do not believe that your concerns have been adequately addressed, go to Step 2.

Step 2: Formal request for reconsideration of grade

1. Read and review University Policy T20.01.
2. Obtain the electronic copy of the form ‘Request for Reconsideration of Grade’ from an economics advisor. Complete the form and email it to the Undergraduate Program Assistant at econ_undergrad@sfu.ca.
3. Wait for your instructor’s decision, normally within 10 days of the submission date.
4. In the event that you did not receive a timely reply from your instructor, you may contact the Undergraduate Program Assistant at econ_undergrad@sfu.ca for assistance.

If you have followed the above steps and do not believe that your concerns have been adequately addressed, go to Step 3.

Step 3: Appeal to the Department Chair

1. Obtain the electronic copy of the form 'Formal Grade Appeal to Department Chair' from an economics advisor at econ_advisor@sfu.ca.
2. Your application must include this form along with any supporting documents. Submit your application by email to the Undergraduate Program Assistant at econ_undergrad@sfu.ca.
3. Your appeal to the Chair must be done within fourteen (14) days from the date of your instructor's decision.

Please note that your appeal will go to the instructor for comments, and then to the Department Chair for a final decision.

It is your responsibility to provide supporting reasons for reconsideration of the final grade, as well as all relevant work returned by the instructor. Supporting documents include any work in your possession you believe was graded inappropriately or incorrectly. Be as specific as possible in identifying what you believe to be the errors or flaws in grading. You must include the instructor's written response if you have one.

Step 4: Appeal to the Dean

If you have followed the above steps and do not believe that your concerns have been adequately addressed, you have the option to appeal to the Dean of the Faculty of Arts and Social Sciences.

Please see Policy T20.01: Grading and the Reconsideration of Grades, at <http://www.sfu.ca/policies/gazette/teaching/t20-01.html>.