

Saitsa Checklist Support Grade Appeals

Saitsa understands that unfair marking or needing to progress in your course due to unforeseen circumstances can be challenging and overwhelming but fear not – Saitsa is here to support you!

This checklist has been designed to support you through the process of an **Informal and Formal Grade Appeal Process**. Please review carefully prior to contacting the Saitsa VP Academic, Jasmin K. Bhatti. After reviewing this document, contact Jasmin for further support at saitsa.vpacademic@edu.sait.ca.

| Informal and Formal Grade Appeal | | | |
|----------------------------------|--|---|--------------------------|
| | Step: Informal Grade Appeal | Tips & Advice | Done |
| 1. | Review A.C. 3.1.1 Grading and Progression and A.C.3.1.1 Grading and Progression Schedule A found on: www.sait.ca | | <input type="checkbox"/> |
| 2. | Create a list with reasonable bullet points on why you would like to change a grade on a component grade. Some reasons may include: <ul style="list-style-type: none"> - Unfair marking, and/or extenuating circumstances (personal or medical). <i>*A component grade is any assessment that contributes to your overall final grade in the course.</i> | The VPA can provide you with support, guidance, and advice. Book an appointment here: saitsavpacademic.youcanbook.me | <input type="checkbox"/> |
| 3. | Speak to your Instructor about a component grade you would like to change. | If you're not satisfied with the outcome of the discussion with your instructor and/or cannot contact your instructor, then you may discuss the component grade with your Academic Chair. | <input type="checkbox"/> |
| 4. | Speak to the Academic Chair responsible for the course about why you would like your grade changed on a component grade. | If you are not satisfied with the outcome of the discussion with your Academic Chair, you can request a formal grade appeal. <i>*All informal grade appeal steps need to be completed within 20 calendar days before the end of your course.</i> | <input type="checkbox"/> |
| | Step: Formal Grade Appeal | Tips & Advice | Done |



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|----|--|--|--------------------------|
| 5. | <p>Submit a formal grade appeal form detailing the reason for your appeal, along with any supporting documents and the grade appeal fee of \$100 to the Office of Registrar.</p> <p>The formal grade appeal form can be found at: http://luminiscontent.sait.ca/misc/saitforms/grade_appeal.pdf</p> | <p>A part of your supporting documents, you may include a grade appeal letter. A grade appeal letter template can be found at the very bottom of this document.</p> <p><i>*You have 30 calendar days from when you end your course to complete a formal grade appeal.</i></p> <p><i>*Formal grade appeals are to appeal your final grade you received in the course.</i></p> | <input type="checkbox"/> |
| 6. | <p>Waited for the Dean to decide whether or not the appeal will be assessed through documentation and records, and/or if it is necessary to hold a face-to-face meeting with you to discuss the details.</p> | | <input type="checkbox"/> |
| 7. | <p>Waited for the Dean to advise you in writing of the appeal decision.</p> | <p>The 3 decisions that may be made include:</p> <p>a) <i>No change to the final grade</i> b) <i>A higher final grade</i> c) <i>A lower final grade.</i></p> | <input type="checkbox"/> |

International Students

Saitsa appreciates that academic standards vary from country to country, culture to culture. It is **very important** that you speak to your international advisor in advance of your hearing so you fully understand what the implications of a charge of academic misconduct may have in relation to your study VISA/permit.

- **International Centre – AA206 – Heritage Hall**
 - **Phone:** 403-284-8852
 - **Email:** international@sait.ca

Additional Support Services at SAIT:

SAIT has a variety of excellent support services, be sure to utilize them – they're there to support you through your ups and downs.

- **Student Development and Counselling – AA205 – Heritage Hall**
 - Provides personal support services to help you manage stress and navigate difficult conversations.
- **Lamb Learner Success Centre – MC221 – Stan Grad**
 - Provide academic coaching, student health and learning accommodations, and workshops, such as 'back on track' for those on academic probation.
- **Reg Erhardt Library – MC111 – Stan Grad**
 - Staff in the library can provide referencing/citing support and other academic supports.

Saitsa is student-owned and operated.

We exist to enhance the student experience at every opportunity.

Reach out to your Saitsa VP Academic for support – Saitsa is here for you!

- Saitsa.vpacademic@edu.sait.ca
- www.saitsa.com



Formal Grade Appeal Template

Sabrina Student
Student ID# 123456
111 Viewpointe Pike SW
Calgary AB T4Q 5U9
(587) 867-5309
sabrina.student@edu.sait.ca

contact information & student ID number

October 26, 2015

Christina Chair
Academic Chair, School of Public Policy
SAIT Polytechnic
XYZ304 - 1301 16th Avenue NW
Calgary AB T2M 0L4

Dear Ms. Chair:

reference to decision being appealed

SUBJECT: Request Grade Appeal for Assignment A in PLSC 220

I am writing to you today to appeal my grade for Assignment A which I completed for the course Introduction to Public Policy (PLSC 220) taught by Tyler Teacher.

I am making this appeal because the basis for evaluating the assignment is unclear.

grounds for appeal

When our class was first given the assignment on September 18th, I briefly spoke with Tyler after class to ensure I understood the key concepts of the assignment. I also met him in his office on September 29th, October 6th and October 15th to clarify some concerns I had and ensure I was on track.

When I received my grade, I was surprised to find my grade was much lower than I expected. I approached Tyler asking him to review my assignment. He stated he was not willing to reconsider my grade. On October 19th, I emailed him a request to meet with the purpose of discussing the evaluation of my assignment but I have not yet received a response.

brief
summary
of case

To summarize my case, the instructor did not provide an explanation for why marks were deducted on my assignment, nor was a marking rubric provided to the class. I have made an effort to communicate with my instructor whenever I had a concern regarding the assignment and have met with him multiple times. It should also be noted that I have not missed a single class.

why the
reader should
reconsider the
decision, and
a call for
action

Because there has been no result in my attempt to resolve this issue informally with Tyler, I would like to request that my assignment be reviewed, considering the above information. I have included a copy of my assignment for your examination.

Thank you for taking the time to consider my request. Please contact me by email or phone if you have any questions.

Sincerely,

Sabrina Student

Sabrina Student

Encl.