

STUDENT ACADEMIC APPEAL CHECKLIST

Use this checklist to stay organized and ensure you meet all requirements when appealing a grade. Be advised that when a grade appeal is launched, the grade can be raised, lowered, or remain unchanged.

Understand the Grounds for Appeal – Please review Academic Regulation 11 [here](#).

- Does your situation meet one or more of the allowed grounds?
- Are you within the allowed deadline for applying for a grade appeal?

Gather Relevant Documents

- Course outline
- Assignment instructions, rubrics, or grading criteria
- Your graded assignment(s), test(s), or exam(s)
- Feedback from your instructor (written comments, rubrics, emails)
- Any communication relevant to the concern (emails, messages, etc.)
- Evidence supporting your claim (e.g., inconsistencies in marking)

Speak With Your Instructor and/or Associate Dean for your Faculty

- Request a meeting with your instructor
- Ask for clarification on how the grade was determined
- Document what was discussed (date, time, key points)
- If you cannot resolve this with your instructor, contact the Associate Dean
- Provide the Associate Dean with all of the relevant information and documentation regarding your concerns
- If no resolution is achieved, proceed to a formal appeal

Prepare Your Written Appeal

- Carefully complete the Appeal [form](#) and have it signed by you, your instructor, and the Associate Dean
- Provide clear reasoning based on evidence and grounds for appeal
- State the outcome you expect from this appeal
- Attach ALL supporting documentation



**Saint Mary's
University**

Submit Your Appeal

- Send completed and signed form with all supporting documents to academicregulations@smu.ca

After Submission

- Monitor your email for confirmation and a hearing date
- Respond promptly if more information is requested
- Prepare for the hearing