

SArD Grade Appeals Procedure (for studio courses)

Approved by School Administrative Committee

June 28, 2016

In line with the **University Grade Review and Litigation Procedure** and in order to streamline the process of appealing a grade in the specific case of design studio projects, the School of Architecture & Design has approved the following process of Grade Appeal:

It is the student's right to seek clarifications on their received final grade 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 wish to appeal their final grade:

1. Up to 72 hours from receiving a grade, a student may send the instructor a request for clarifications on the grading of their project. **Such requests should be sent by email to the instructor with a cc to the department chair.**
2. The instructor should provide the student with an answer to his/her request within 48 hours from the date of the request. **The reply should be a detailed professional explanation on the quality of work and how the student failed to meet the requirements of the course and the specific Student Learning Outcomes, in addition to a breakdown of the grade for the concerned student.**
3. Should the student still have an issue with the grade, he/she may file a 'Grade Appeal' to the Office of the Dean within 48 hrs. from receiving the instructor's answer.
The Grade Appeal should consist of the following:
 - a. Grade Appeal Official Form
 - b. Personal Portfolio for the course concerned, including the complete process, mid- term presentation and the final presentation as well as any additional information needed. The portfolio presented should be in print (A3 size) and digital [PDF format].
4. The Office of the Dean will notify the instructor concerned and ask him/her to submit a comparative course file consisting of the syllabus, the grading table, 2-3 examples of passing projects(C) and 2-3 examples of failing projects (C-).
5. The Dean will form an Ad Hoc Appeals Committee, composed of 2-3 qualified instructors teaching the same course/level to evaluate the petition and render its final recommendation. The final decision will not be subject to any further appeals.
6. Students will be notified of the outcome of their appeal by the Office of the Dean, in time before the start of the next term.

