

UNDERGRADUATE ACADEMIC APPEAL – Department Level
CONFIRMATION OF INSTRUCTOR CONSULTATION

NOTE: This form must be filed with the *Department/School Grade Appeal* form when the cited Grounds of Appeal are Medical, Compassionate, Course Management or Procedural; EXCEPT that this form is NOT required where it is the merit of graded student work that is at issue because, in those cases, it is expected that the appeal package will contain documentation related to reassessment at the COURSE level.

The appeal process at Ryerson is a progression of steps beginning with the Graduate Assistant (GA) and/or Instructor at the course level, and potentially ending with a Senate-level appeal. The logic of this process is that appeals should be resolved at the first possible step (i.e., at the course level). Therefore, the policy recommends strongly that students who, for whatever reason, are dissatisfied with the grade assigned to their work, should consult with the instructor and attempt to reach a mutually agreeable outcome. Only when that informal consultation *fails* to produce a mutually agreeable outcome, should the formal appeals process be engaged.

Where timelines make it impossible for students to consult with instructors before the deadline to submit an appeal to the Department level, students should file a formal appeal before the deadline, but still consult with the instructor at the earliest opportunity.

Please check **ONE** option below, and fill in the blanks as required.

_____ I have consulted with Professor _____ on _____ 20 _____, and we were unable to agree on an outcome.

_____ I was not able to consult with Professor _____ before the deadline to file an appeal, but will do so now, and will advise the Department Appeals Committee in writing, within five (5) working days, as to whether the appeal should:

- a) be withdrawn (if the consultation produces a mutually agreeable outcome); or
- b) be considered by the committee (if the consultation does NOT produce a mutually agreeable outcome).

_____ I do not feel that I can discuss the matter with the Instructor. Explain why below and/or on the reverse side of this sheet.

Signature of Appellant

Date

PRINT Name

_____@ryerson.ca
RYERSON email address