

Faculty of Arts and Science Appeals – Tips for Instructors

There are 4 types of appeals for which we seek instructor information and feedback:

1. Adding a class late
2. Requesting Credit standing in a class
3. Request Aegrotat Standing in a class
4. Requesting an extension of an Incomplete grade

LATE ADDS

No email goes to the instructor. It is the student's responsibility to seek instructor support and if there is support, to discuss a plan for catching up on the material missed.

Helpful information from instructors:

- Whether or not you support the student's request to add the class late. If you are supporting a request to add in week 6, for example, does that mean that all the work in the first half of the class can be made up with no loss of grades?
- How time sensitive is your support? If a student's appeal cannot be heard immediately, how long are you willing to wait (how late is too late?)
- If the class is full, are you granting permission for us to overenroll the class?

Good to know/What to consider:

- Due to the time sensitive nature of these appeals, they will be heard before other appeals in the queue.
- We will not allow students to jump the waitlist, even after the add deadline.
- The student must have a compelling reason to add a class late.
- We also ask students to seek support from the Chair of Undergraduate Studies.
- Students cannot "swap" a course after the financial deadline. They receive a partial refund for dropped classes after the add deadline (according to the OUR refund schedule). They are charged the full tuition fee for any classes added late.

CREDIT STANDING

Current template email we send to instructors:

Dear Professor XXX:

*(Student #12345678) submitted an appeal to the Faculty of Arts & Science Office requesting Credit standing in **MATH 121** from the **Fall/Winter term (2016-17)** due to some circumstances for which you may or may not have been made aware of at the time.*

Credit standing is assigned in cases where the student has completed all of the requirements for the course and earned a passing grade, but due to extenuating circumstances, did not perform as well as would have been expected under normal circumstances.

I am writing to you today to make you aware that this request has been made and to give you the opportunity to provide some feedback (if there is any information that you would like to include as part of this appeal). In deciding this appeal, the Assistant/Associate Dean (Studies) will take your feedback into consideration along with the information and documentation provided by the student as well as the information in the student's file and on the transcript.

Helpful information from instructors:

- A grade breakdown and timing of the assessments is really helpful, especially when the circumstances occur sometime during the middle or end of term.
- Confirmation as to whether or not student completed all components of course.
- Information confirming whether or not the student has already received any kind of accommodation or consideration (i.e. extensions, re-weighting of term marks) for the class work.

Good to know/What to consider:

- "Mercy" passes are still passes and appeals for Credit standing could be granted.
- CR grades are not included in the GPA but do count toward the student's degree requirements and number of attempted units.
- If there is a prerequisite class with a minimum grade attached, a CR grade may or may not be accepted as a prerequisite. This decision is up to the Chair of Undergraduate Studies. If it is not accepted, the student must repeat the course until the minimum grade is achieved.
- CR grades are designed for cases where the student earns a grade of C or lower. If a student earns a higher grade than C, we strongly recommend they keep their grade "as-is" but we will not refuse the appeal if they wish to proceed with it. Students with higher grades are cautioned that once the grade is changed, it cannot be changed back later.

EXTENSION OF INCOMPLETE (IN) GRADE

Current template email we send to instructors:

Dear Prof. XXX:

*(Student #12345678) submitted an appeal for an extension of an incomplete grade in **CHEM 321**. The student was registered in this course during **Winter term 2017**.*

Could you kindly advise our office of the following:

- *Do you support this request for an extension of the incomplete grade in this course until the **end of Fall term 2017**?*
- *What components of the course the student has completed to date, including the grade breakdown of those components?*
- *If you have any other feedback that you would like the Faculty Office to consider when making a decision on this appeal.*

The Associate Dean will review the student's extenuating circumstances that prevented him or her from completing the course as previously arranged as well as your input. You will be notified of the decision.

Helpful information from instructors:

- How much work did the student completed for the course (less than 60%?)
- What does the student still need to complete? (research paper, final exam, etc)
- What deadline would you like to receive the work by? (We use the standard one-term deadline unless specifically requested.)

Good to know/What to consider:

- If a student is a "no show", do not award an IN, assign an F. If there are extenuating circumstances, assigning an F will be more effective in prompting that student to seek help.
- If you assign an IN grade, you are responsible for honouring the IN (important to keep in mind in cases where instructor is on sabbatical or adjunct instructor where contract has ended, for example).
- IN grades automatically lapse to an F at the end of the following term.
- Instructors can grant IN for up to one full term. After one term, students must appeal for an extension.
- Is the student passing the course? Do they stand a reasonable chance of doing well, given the time that has passed? Sometimes encouraging a late drop is better.
- If a student has less than 60% of the work for the course completed, he or she should be encouraged to consider appealing to drop the course late instead. INs are designed for students to complete courses where they actively participated in the class and only missed one or two assessments due to extenuating circumstances.

- If you allow an IN grade, make sure you agree on a specific deadline with the student and communicate that agreement in writing. The deadline can be within a week or two or right up to the end of the next term depending upon the students' situation and your schedule. Perhaps consider whether the extra time could confer an advantage, as well as your availability to proctor and grade the outstanding work.
- Academic progression assessments are completed in mid-May each year (placing students on probation, requirements to withdraw, etc.). When transcripts are reviewed, any IN grades are ignored. Therefore, a student with IN grades in courses that later lapse to Fs may not receive a probation or RTW ruling until a full year later.

AEGROTAT STANDING

Current template email we send to instructors:

Dear Professor XXX:

*(Student #12345678) submitted an appeal to the Faculty office requesting Aegrotat standing in **FILM 345** from the **Winter term (2017)**. Aegrotat standing is an estimated final grade awarded to a student who is unable to complete all of the work required for the course, due to extenuating circumstances but has completed enough of the course to be assigned a final estimated grade. In this case, the student earns credit for the course but is not required to complete the outstanding work.*

As part of this appeal, our office requires some information from you, the course instructor. In particular, we would like to know:

- 1. Whether or not the student has completed at least 60% of the work required for the course*
- 2. What the student's final pro-rated grade is based on the work completed (for instance, if student completed 60% of the work required, the grade would be calculated out of 60, not 100%)*
- 3. What components of the course the student has completed to date, including the grade breakdown of those components*
- 4. Whether or not in your opinion the student has gained enough understanding of the course material to earn credit for this course*
- 5. If you have any other feedback that you would like the Faculty Office to consider when making a decision on this appeal*

Helpful information from instructors:

- We require a calculated final grade pro-rated based on the percentage of work the student completed (no estimates). This is the grade we will post to the student's transcript.
- We require confirmation that the student has or has not met the learning outcomes for the course. If you feel that the missing assignment or exam in your course is key to assessing the student's learning outcomes, please say so. We can always examine other appeal options with the student.

- We are firm on the 60% rule.

Good to know/What to consider:

- AG is designed for students who did well in the course up to the point of the extenuating circumstances occurring and where an IN is not possible. If the appeal is granted, the pro-rated grade is posted to the transcript along with the notation "Aegrotat: estimated grade".
- This option is only granted in cases where the student cannot finish the course.
- When designing a course, it is good to keep the 60% rule in mind. Do you have assessments worth more than 40%? Are these assessments the only indicator to determine whether or not the student met the learning outcomes of the course?

Appeal questions? Need advice? Call us!

Spring: ext. 78560

Haley: ext. 77187

Email: asc.appeals@queensu.ca

Where is the appeal application? www.queensu.ca/artsci. Click on "Students@Queen's" tab and from the drop-down menu, select "Academic Appeals". Scroll to the bottom of the page and click on red link "Submit an online appeal". Students must sign in using their NetID and password.