

Updated May 25, 2017

Review of Assigned Standing (Appealing a Grade)

The appeal procedure for academic standing is described in the [UBC Calendar](#).

Below is an outline of the steps a student wishing to make an appeal should take, but please refer to the UBC Calendar for guidance:

1. The first step is to appeal the grade to the instructor directly. The student should outline the reason for requesting the grade review. Students should be aware that an instructor, in his or her review, may find that the grade was assessed improperly resulting in a higher or possibly lower mark. Alternatively, the instructor may determine that the original grade assessed should stand.
2. If a student is not satisfied with the instructor's decision, he/she should submit a formal application to Enrolment Services, in the Registrar's Office, with the request for a [Review of Assigned Standing](#). These requests are forwarded to the student's Faculty for the review. Please see the [Alma Mater Society \(AMS\)](#) web site for advice on how to do this. Please consult your Program Manager/Advisor in the Robert H. Lee Graduate School for further direction on this process. Once received from Enrolment Services, the application for the review of academic standing is forwarded to an Associate Dean at the Sauder School of Business, who then conducts the review process, and forwards the results back to the Enrolment Services.
3. If a student wishes to appeal the decision made by the Sauder School of Business, he/she can make an appeal to Senate through the [Senate Appeal on Academic Standing](#). Students should be aware that the Senate will not overrule a faculty where the sole question raised in an appeal turns on the exercise of academic judgment by a faculty. Rather the Senate Committee allows an appeal where it decides that the decision has been arrived at through improper or unfair procedures and that as a result a wrong decision on the merits has or may have been arrived at. [The Alma Mater Society \(AMS\)](#) and [Graduate Student Society \(GSS\)](#) offer advocacy services for students unsure how to proceed. Senate Appeals on Academic Standing are the final resort.

Please be aware of any appeal filing deadlines that are described in the university regulations (see UBC Calendar link above) for the various appeals processes. If you decide to proceed with a grade appeal, you should do so as close to the date of receiving the grade as possible.

Please contact your Program Manager/Advisor in the Robert H. Lee Graduate School if you have any general questions on the appeal procedures.