

## Appeals & Dispute Resolution

### Revision History

Issued Date	Review Date	Approved Date	Approved By
September 1, 2017		June 22, 2017	Don Ardiel

### Purpose

The purpose of this policy is to provide a fair and transparent process for re-evaluating a student's work in the event of a dispute in evaluation and grading.

### Appealing Syllabus Academic Marks

Students wishing to appeal a mark obtained for academic correspondence courses submit to the Registrar:

1. ONE (1) digital copy (pdf) of an appeal statement, detailing the reasons a re-read should be considered.
2. ONE (1) digital copy (pdf) of the assignment or examination paper previously marked.

### Appealing Syllabus Design Studio Results

The RAIC Syllabus Office can only grant credit into RAIC200 (studio 1), and will not be able to grant any credits for higher level design studios. However, students are encouraged to contact their local coordinators once they have been accepted into the program in order to set up an evaluation of their portfolio and design studio skills and experience. Credits will be evaluated and determined by the Studio Coordinator as they are the body responsible for working with the students on a regular basis for the studio requirements.

Students wishing to appeal the results of a Design Studio Course may appeal only if the procedures followed during the Studio were contrary to Syllabus policy. Students may not appeal on the basis of the final mark obtained for a Studio Course.

Students are to submit the following to the Registrar and their local Coordinator for consideration of a review of Studio procedures during a Design Studio Course:

1. ONE (1) digital copy (pdf) of an appeal detailing the departure from standard Design Studio procedures, detailing what took place and those involved in the process.

Students who would like clarification or a review of the final mark obtained for a Design Studio Course are advised to proceed as follows:

1. Review the results with the Studio Mentor(s)
2. Review the results with the Studio Coordinator

### Assessment & Appeals Processing

The Registrar shall review all assessment and appeal requests, and forward one (1) full copy as applicable to the Coordinator, Syllabus Director or concerned Examiner for consideration.

If resolution still has not been achieved, the following Dispute Resolution Policy is formally adopted by the RAIC Syllabus:

The Syllabus National Advisory Council (SNAC) shall request written submission from all parties concerned with a dispute.

The SNAC shall review the submissions and conduct the necessary investigation.

The SNAC shall provide a written decision, outlining the justification for the decision, to all parties involved in the dispute.