We are happy to discuss appeals with you. As we are Adjunct Instructors, with full-time jobs elsewhere, we are somewhat constrained in terms of time available before or after class to discuss appeals. In addition, since all of your assignments are individualized we will need to consult the reference source, redo the search etc. To give fair consideration to your request, we ask that you supply some information ahead of time for us to consider.

You can use the format itemized below to suggest changes to individual marks, due dates or class assignments.

Problem (e.g. overall grade, assignment expectations, due date):

Rationale (e.g. misunderstood directions, instructors' comments need to be reconsidered and/or clarified):

Please list supporting documentation including the original assignment:

Suggested recourse (e.g. increase grade to x; decrease weight of assignment to y, redo assignment with new due date):

Requests for appeals, with supporting documentation, should be received at least two days prior to a proposed discussion.

Appeals that do not fall within this time frame will only be considered in exceptional and rare circumstances.

By mutual agreement, Appeals may be “discussed” via email, phone or in person.

The instructors will make every effort to communicate decisions within a week of the discussion.

Class appeals should be forwarded via your class rep.

Fax or email to:

Tamsin Adams-Webber
E: tamsin@sickkids.ca
F: 416- 813-7523

Rea Devakos
E: rea.devakos@utoronto.ca
F: 416-971-2848
F: (416) 978-1668 (January 04)