



A Formal Academic Appeal Policy

The main purpose is to provide students with a fair, timely and consistent process to appeal decisions that impact their academic standing or progression, when the grounds for an academic appeal are met on the basis of merit of work, personal bias or unfair treatment, course management and/or extenuating circumstances.

A formal appeal of an academic grading decision should be made immediately following the official communication to the student of a grade assigned to that student.

An appeal from a grading decision cannot be made after the lapse of 5 school business days from the date of the communication of the grade to the student. Any Grade Appeals filed beyond the 5 day timeline will not be heard by the Teacher of Toronto Imperial School.

The student should fill in an Appeal Form on the platform and **add a well-reasoned appeal letter:**

1. State the purpose of your letter:

Clearly explain that you are writing an appeal regarding a specific situation or decision made by the teacher. Be direct and concise.

2. Provide context:

Briefly describe the circumstances that led to the situation you are appealing. Explain any extenuating circumstances or important details that the teacher may not be aware of.

3. Express your concern or disagreement:

Clearly articulate why you believe the grading or decision is unfair or incorrect. Use logical arguments, specific examples, and objective language to support your viewpoint. Avoid being confrontational or emotional.

Upon receiving student's appeal, the Teacher of Toronto Imperial School will review it and reply during 5 school business days.