

# POLICY

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Policy Title: Final Grade Reviews and Appeals

Policy No: 5005

Approval date: December 15, 2017

Approval Body: Academic Council

Effective date: January 2, 2018

Review date: September 2020

## Purpose

This policy provides the framework for an appropriate process for a student's final course grade can be reconsidered and appealed.

## Scope

The policy applies to all UCW students who are currently enrolled or were enrolled thirty (30) days prior to the initiation of the Grade Review process.

## Policy Statement

1. The review of final grade process will be a two stage process. Most concerns regarding final grades can be resolved through an Informal Final Grade Review process that facilitates the resolution of questions and concerns as expeditiously as possible. If the student's concerns are not resolved and there is material evidence to demonstrate an inappropriate final grade has been assigned, the student may proceed to the Formal Grade Appeal process.
2. To proceed to a Formal Final Grade Appeal, the student must present evidence of:
  - 2.1. Failure of the instructor to follow the evaluation criteria set out in the course syllabus
  - 2.2. Credible claims of instructor bias or discrimination
  - 2.3. A significant error in the assessment, evaluation, and/or calculation of the final grade or components of the course.
3. Individual items of work, such as exams, quizzes and projects, are not able to be appealed. Students should discuss grades for individual course requirements with their instructor as soon as possible on receiving the grade.
4. University Canada West (UCW) adheres to principles of administrative law and natural justice. All parties involved in reviewing and responding to Final Grade Reviews and Appeals will listen and respond objectively and fairly.
5. Requests for reviews and appeals of Final Grades will be submitted in a timely manner as indicated by the Informal Grade Review procedures and Formal Grade Appeal procedures. Responses to Informal Grade Reviews and Formal Grade Appeals will be provided to students in a timely manner as guided by the approved procedures.
6. There are three possible outcomes from an Information Final Grade Review or a Formal Final Grade Appeal:
  - The grade may be raised,
  - The grade may be unchanged,
  - The grade may be lowered.

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## Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Appeal	An official and written request by the appellant for a formal review of decisions and/or sanctions imposed by the University
Review	An informal yet studied and careful examination of the facts pertaining to the situation
Sanction	A formal penalty or restriction imposed on the student as a result of inappropriate behaviours, the severity of which vary according to the specifics of the offence
Work	Includes written material; laboratory, computer, or mathematical exercises; musical or art works; oral reports; group reports and presentations; audio-visual or taped presentations; material in any other medium submitted to an instructor for grading purposes

## Related legislation

None

## Related policies

Policy Number	Policy Title
5006	Academic Appeals
9011	Appeals for Non-Academic Discipline
9014	Student Rights & Responsibilities

## Responsibility

Students are responsible for:

- ensuring they understand the grading requirements of their courses and communicating with their instructors in a timely manner for clarification of requirements for a course, basis on which a grade is assigned, or a mark on a specific assignment.
- retaining their exams and assignments that are returned.

Faculty members are responsible for:

- providing clear information to students of how a course will be graded.
- grading and returning assignments to students as promptly as possible.
- Maintaining clear records of marks given and retaining those records and any retained student work for one year following the end of the course.

The Program Chair is responsible for:

- reviewing the Formal Final Grade Appeal submission from the student and response from the instructor.
- providing a recommendations to both the student and the instructor of a resolution.
- providing complete and factual documentation on their review and recommendation to the Registrar for the record and inclusion in a submission to the Appeal Committee should the appeal proceed.

The Appeals Committee is responsible for:

- considering the cases of students who have filed a formal appeal of final grade decisions.
- providing clearly articulated reasons for their decision to uphold or modify grades and advising the Registrar of the outcome.

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- rendering objective decisions about the appeal and advising the appellant of the outcome via the Registrar.

The Registrar is responsible for:

- reviewing appeal submissions to ensure they are complete and meet the standard of grounds for appeal.
- requesting the Chair of Academic Council to constitute an Appeals Committee.
- communicating the Appeals Committee decision to the student.
- advising the Chair of Academic Council of the appeal results.
- retaining all records related to appeals and managing materials returned by the Committee.
- providing Academic Council with an annual report on all Academic Appeals

The Registrar is the sole custodian of the record of an appeal.