

Policy Number:	5005
Policy Title:	Final Grade Reviews and Appeals Policy
Approved by:	Academic Council
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Next review date:	December 4, 2023

Policy Statement

UCW recognizes the right of students to be fairly judged in respect of their academic work and this Policy specifies the procedures for considering final grade reviews and appeals.

This Policy provides an informal procedure for a review of a final grade and, when that review does not resolve the concerns of the student, a formal appeal process.

A review or appeal must be supported by material evidence and made on one or more of the following grounds:

1. A significant error in the assessment, evaluation, determination and/or calculation of the final grade or individual components of the course;
2. Credible claims of instructor bias or discrimination;
3. Failure by the instructor to follow the evaluation details stated in the course syllabus.

Individual items of work, such as exams, quizzes and projects, may not be reviewed or appealed. Students should discuss grades for individual course requirements with their instructor as soon as possible after receiving the grade.

University Canada West (UCW) adheres to principles of administrative law and natural justice. All parties involved in reviewing final grades and in final grade appeals will listen and respond objectively and fairly.

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 provided by the procedures in this Policy.

The outcome of an informal final grade review or an appeal may be:

- The grade may be raised,
- The grade may be unchanged,
- The grade may be lowered.

Appeals Committee

1. The members of the Appeals Committee shall be appointed by the Chair of the Academic Council.
2. The Committee shall comprise :
 - Two Faculty members
 - One Department Chair
 - One student representative (not from the Department with which the appeal is concerned)

Purpose

This Policy provides the procedure for a student to seek a Review or submit an Appeal where they dispute a final course grade.

Scope

This Policy applies to all UCW students who are currently enrolled or were enrolled thirty (30) days prior to the initiation of the procedure for review of a final grade or an appeal following a review.

Definitions

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

Word/Expression	Definition
Appeal	A formal procedure that reviews a final grade assigned to a student for a course upon completion of that course.
Review	An informal procedure that reviews a final grade assigned to a student upon completion of that course. yet studied and careful examination of the facts pertaining to the situation
Final grade	A mark of a student's work as recorded on the official UCW transcript.
Work	Includes written material; laboratory, computer, or mathematical exercises; musical or art works; oral reports; group reports and presentations; audio-visual or taped presentations;

Applicable legislation

- Not applicable

Related policies

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

Associated procedure

Procedure Number	Procedure Title
5005p	Final Grade Reviews and Appeals Procedure

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 the requirements of a course, the basis on which a grade is assigned, or a mark on a specific assignment.
- Seeking information in a timely manner if they become aware of any concerns regarding their grades.
- retaining returned marked course materials should they wish to appeal a final grade

Faculty are responsible for:

- Providing clear information and guidance to students about 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.
- Making themselves available to discuss student concerns regarding marking or grading, including how the final grade was calculated.

The Department Chair is responsible for:

- Reviewing the Formal Final Grade Appeal submission from the student and response from the instructor.
- Determining the final grade.
- Providing complete and factual documentation on their review and recommendation to the Vice President Academic for the record and inclusion in a submission to the Appeal Committee should the appeal proceed.
- Rendering objective decisions about the appeal and advising the appellant of the outcome.

The Vice President Academic is responsible for:

- Receiving the request from the Registrar concerning an appeal
- Requesting the Chair of Academic Council to constitute an Appeals Committee if the VPA assesses that the appeal meets the standard of grounds for appeal.

The Registrar is responsible for:

- Reviewing appeal submissions to ensure they are complete. Incomplete submissions are not accepted and will be returned to the student for completion.
- Referring an appeal deemed complete to the Vice President Academic who checks to see that the submission meets the standard of grounds for appeal.
- 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.