

GRADE REASSESSMENT

Grade reassessment is the process of reviewing the calculation of grades, or the methods and criteria used to establish final grades, or the application of academic regulations or procedures in course grading. The outcome of a grade reassessment may be a grade increase, a grade decrease, or no change to the grade. The detection of errors or omissions in the calculation of final grades will result in the assignment of a revised grade. Students normally initiate grade reassessments, but instructors may initiate this process. In the event that the reassessment results in a change in grade, the department chair may arrange for the review of the grades of other students in the course and ensure that other grades are changed, if necessary.

Calculation Errors or Omissions

Students who believe there have been errors or omissions in the calculation of their final grade for a course may request a grade reassessment. They must submit a request in writing to the chair of the department offering the course within 14 working days of receiving notification of the grade. The request must pertain to work completed in the course and must contain a statement of the specific reasons why the grade does not adequately reflect academic performance in the course. Students must also submit relevant assignments or tests that have been returned to them. The chair shall forward the student's request to the instructor and the instructor shall respond to the chair within one week. The instructor has the responsibility of reviewing the appropriateness of the assigned grade in relation to the student's work, and of ensuring that the calculation of marks is accurate. The instructor must reply to the chair, in writing, giving assurance that the review is complete.

If there is a change in the grade, the chair will forward a Grade Reassessment form to the college dean. Upon approving the grade change, the dean signs the form and forwards it to the Office of Graduate and Postdoctoral Studies. The Office of Graduate and Postdoctoral Studies will advise the student in writing of the change of grade. If there is no change to the grade, it is the chair's responsibility to inform the student in writing.

Methods or Criteria Used in Establishing Final Grades

The course outline distributed to the class at the beginning of the semester defines the methods and criteria used in establishing final grades for a course. The methods and criteria must conform to the grading procedures established by Senate.

A student who believes that the methods or criteria used by an instructor in determining a final grade are unfair, unreasonable or inconsistent with the course outline, must request the chair of the department offering the course to review the methods or criteria used. The student must submit the request in writing within 14 working days of receiving notification of the grade and must state the reasons for the request.

The chair shall attempt to resolve the matter to the satisfaction of both parties. Both the instructor and the chair are free to discuss the student's work with the student or another instructor in the department, but are not obliged to do so. The student, instructor, or chair of the department may request an internal or external assessor who shall be identified by mutual agreement between the instructor and the student. If agreement as to the assessor cannot be reached within 10 working days, the chair shall notify

the dean of the College, who shall select the assessor in consultation with the parties.

If both parties are able to come to an agreement, the chair shall prepare a statement of the agreement to be signed by both parties. If the agreement results in a change to the grade of the student, the chair shall send a copy of the statement to the college dean who shall inform the Office of Graduate and Postdoctoral Studies.

If at any time the chair decides that the matter cannot be resolved informally, they will terminate all efforts at reconciliation and notify both the student and the instructor of this decision in writing. Results of any internal or external assessment must be included. The chair will advise the student that an appeal can be made to the Senate Committee on Student Petitions. The student must appeal to the committee within 10 working days of being advised of the termination of the chair's efforts. In cases where the student, instructor, or chair of the department has requested an internal or external assessment of the student's work, the materials submitted to the Petitions Committee must include a copy of the internal or external assessment obtained by the chair.

Misapplication of an Academic Regulation or Procedure

Students who believe that the misapplication of an academic regulation or procedure has affected their final grade in a course must discuss their concern with the instructor. If the concern is not resolved to their satisfaction, they may submit a complaint in writing to the chair of the department offering the course within 14 working days of receiving notification of the grade.

If the chair has reason to believe that the instructor has not adhered to the grading procedures established by Senate or other academic regulations of Senate, the chair will consult with the faculty member and, if necessary, the college dean, to resolve the matter. If the matter cannot be resolved the chair will advise the student that the student can appeal to the Admissions & Progress Committee within 10 working days.