

**University of Victoria
Faculty of Engineering**

**Guidelines for Faculty of Engineering
Review of Grades**

(Adopted by the Faculty of Engineering on February 7, 1995)

In the guidelines given below, the Associate Dean is to be considered the Chair in reference to all ENGR courses. The word grade as used in these regulations shall be interpreted as a letter grade, numerical mark, or combination of both, whichever is appropriate for the request under consideration.

1. Any student wishing clarification of, or who is dissatisfied with, an assigned grade either for a portion or for the whole course, should first discuss the matter with the instructor, who will review the work in question. This discussion should take place within 14 days of the grades being available for that portion of the course that is in question. If the instructor agrees to change a grade before the final course grades have been submitted, no further action is required. If, however, the course grades have been submitted, a change of grade request should be made through the Chair to Records Services in the normal way.
2. If after the review by the instructor the student wishes to appeal the decision, then s/he should appeal to the Chair as appropriate for the course concerned, stating clearly (in writing) the grounds on which s/he believes the grade should be changed. If the Chair believes the grounds to be reasonable, then the Chair should initiate a review of the grade using the procedures given below. If the chair does not agree to a review of the grade, then the student has the right to formally request a review of grade through Records Services, as set out in the Calendar, page 21.
3. In a review of grade, either at the initiative of a Chair or through a formal Records Service request, the following procedures will be used:
 - 3.1 The student requesting the grade review will sign a consent form indicating that the student understands that the grade may be raised, lowered or remain the same.
 - 3.2 The Chair will appoint a second instructor (preferably an experienced faculty member who has recently taught the course, or one closely related to it) to review the grade assigned. If the instructor of the course for which the grade is questioned is the Chair or if the chair is the only suitable person to conduct the grade review, then another senior member of the Faculty will be appointed by the Dean to handle the appeal.
 - 3.3 The original instructor will provide:
 - (a) a course outline and reading list;

- (b) scoring keys or a marking guide or explicit criteria for evaluating the components of the grade which are in question. This material shall be used in determining the grade to be awarded in remarking the material in question;
 - (c) an explicit statement on how the grade for the material in question contributed to the overall grade awarded.
- 3.4 The student will provide all the written work submitted for the grade in question. Examination copies may have to be obtained from Records Services.
- 3.5 No marks or remarks should be removed from the scripts or examinations supplied. If the student agrees, the written reasons for requesting the appeal, which were provided to the Chair in 2 (above) will also be given to the reviewer.
- 3.6 The reviewer will submit to the Chair (or the person appointed to handle the appeal in 3.2 above), an independent evaluation of the grade.
- 4. This revised grade shall be recorded as the official grade regardless of whether it is lower, the same, or higher than the original grade.