

## **PROCEDURES FOR REVIEW OF ASSIGNED GRADES FACULTY OF FINE ARTS**

Scope of the policy: These procedures address appeals of a grade assigned for all or part of a course. Requests based on a student's inability to complete a course due to extenuating circumstances are governed by separate regulations under Academic Concessions.

1. Any student who is dissatisfied with an assigned grade in a course run by the Faculty of Fine Arts, whether it is for a portion or the whole of a course, or who wishes clarification about this grade, should submit a written statement to the instructor that presents the details of the complaint. This submission should be made within seven (7) business days of receiving the grade that is in question. The instructor will review the work in question. The review will typically be completed within seven (7) business days after receipt of the student's statement.
  - 1.1. If the instructor agrees to change a grade before the final course grades have been submitted and the reassigned grade is greater than the original, no further action is required.
  - 1.2. If the final course grades have already been submitted:
    - 1.2.1. Undergraduate Students: The instructor will complete a change of grade form and submit it for approval to the Chair or Director and the Associate Dean of the Faculty of Fine Arts.
    - 1.2.2. Graduate Students: The instructor will complete a graduate grade change form and submit it for approval to the Chair or Director and the Graduate Admissions and Records Office.
2. If the review by the instructor confirms the original grade:
  - 2.1. The instructor will provide a clear explanation in writing to the student about the grounds on which the instructor has based this decision.
  - 2.2. The undergraduate or graduate student may appeal to the Chair or Director in writing. The student's written statement should mention clearly the part of the course for which the grade review is sought and the reason for seeking a review of the instructor's decision. The appeal to the Chair or Director should take place normally within seven (7) business days of the student receiving the instructor's decision. If the Chair or Director is the instructor of the course that is being appealed, then the Chair or Director shall ask the Associate Dean to designate a departmental colleague to handle all further aspects of the appeal and review.
    - 2.2.1. If the Chair or Director (or designate) believes the grounds to be reasonable, then the Chair or Director shall initiate a review of the grade using the procedures set out below (section 3.1-3.4).
    - 2.2.2. If the Chair or Director (or designate) does not agree to a review of the grade:

Undergraduate Students: A student has the right to request a formal review of grade through Records Services, as described in the University Calendar.

Graduate Students: A student has the right to request a formal review of grade through the Office of the Dean of Graduate Studies. The student normally remains a member of their home academic unit during any appeal.

3. In a review of a grade that results from the process described in section 2, the following procedures will be used:
  - 3.1. The Chair or Director will inform the student requesting the grade review of the university and faculty policy within five (5) business days of receiving the appeal. The student requesting the grade review will send a confirmation email to the Chair or Director, within five (5) business days of receiving the Chair or Director's notification, indicating that the student understands that the grade determined by the review will be recorded as the official grade and may be raised, lowered, or remain the same as the original grade.
  - 3.2. The Chair or Director (or designate) shall decide if the appealed grade shall be reviewed within or outside the department or School. The instructor who has taught the course in question shall not participate in this decision.
  - 3.3. If the appeal is considered within the department, then
    - 3.3.1. The Chair or Director (or designate) shall select one or more persons qualified to conduct the review who will receive from the original instructor:
      - a) full course materials (such as course outlines, reading lists, statements of goals and expectations, performance or presentation standards, etc.);
      - b) an explicit statement of grading methods and assessment techniques;
      - c) scoring keys, marking guides, or other explicit criteria for evaluating the components of the grade;
      - d) other components of the grade, such as attendance, late submission penalties, audio or video materials, etc.
      - e) unmarked copies of the work submitted for the grade in question and written assessments from instructors in courses where grades depend upon performances or exhibitions. No grade should be attached to these assessments;
      - f) the distribution of marks and of grades for the course (or the course component in question);
      - g) a dossier of communication with the student that is specifically relevant to the course and grade in question.
    - 3.3.2. The assigned reviewer(s) will receive contested materials, as described in 3.3.1, from the Chair or Director or Records Services, as appropriate.
    - 3.3.3. To minimise the risk of a bias, the student's name and number will not be identified to the reviewer and the reviewer's name will not be identified to the student.

3.3.4. For written work, the reviewer, will, where possible, read unmarked copies of all work submitted for the grade in question. For non-written work, the reviewer will consult with the Chair or Director in order to decide on a fair and appropriate way of conducting the review. Reviewers are expected to come to a final grade without knowledge of the original grade and without personal consultation with the original marker. Students do not have the option to rewrite, edit, or in any other way change their submitted assignments prior to the review process.

3.3.5. The reviewer(s) will submit to the Chair (or designate) their independent evaluation of the grade normally within ten (10) business days of receiving the material. If the evaluation is different from that of the original instructor, then the Chair (or designate) shall consult with the reviewer(s) and the original instructor and/or seek further opinion before deciding the final grade to be awarded. This revised grade shall be recorded as the official grade regardless of whether it is lower, the same, or higher than the original grade.

3.4. If the Chair or Director (or designate) determines that the grade should be reviewed outside the department, then

3.4.1. The Chair or Director (or designate) shall decide who is qualified to conduct the review and shall determine if that person(s) is willing to undertake the review;

3.4.2. The materials described above in 3.3.1. (a-g) shall be conveyed to the reviewer(s) by the Chair or Director or Records Services, as appropriate, and the assessment will be processed as described in 3.3.4.

3.5. Appeal process beyond the level of the academic unit

3.5.1. If an undergraduate student is dissatisfied with the final grade awarded by the Chair or Director, the student may ask for a further review of the grade from the Associate Dean by submitting a request in writing within seven (7) business days of receiving the Chair or Director's decision. The Associate Dean's review will attend to fair implementation of academic policies and procedures. The Associate Dean will not consider an appeal where the sole question in a student's appeal is a matter of academic judgment. The Associate Dean's review does not involve re-grading. The Associate Dean will conduct the review based on evidence related to how the process has been conducted. This review will confirm the initial grade or the grade that has resulted from one of the earlier stages of review. The Associate Dean's decision will be recorded as the final grade regardless of whether the resulting grade is lower, the same, or higher than the original grade.

3.5.2. Students should submit the following materials to the Associate Dean for review:

- a) Reason for the appeal
- b) A timeline including a sequence of events and a list of key documents
- c) Any supporting documentation relevant to the appeal (including the contested assignments and grades)
- d) A copy of the final decision that is appealed
- e) A statement of the outcome being sought

- 3.5.3. If a graduate student is dissatisfied with the final grade as assigned by the Chair/Director, the student may request a further review of the grade through the Office of the Dean of Graduate Studies. The Faculty of Graduate Studies' review will attend to fair implementation of academic policies and procedures. The decision reached through this process will be recorded as the final grade regardless of whether it is lower, the same, or higher than the original grade.
- 3.6. If the Chair or Director is the instructor of the course in question, then the Associate Dean shall designate a departmental colleague to act in the Chair's/Director's stead, and the review shall be conducted as outlined above, except that
- 3.6.1. The Associate Dean shall forward to the reviewer(s) all course materials as outlined in 3.3.1. (a-g);
- 3.6.2. The reviewer(s) will submit to the Associate Dean their independent evaluation of the grade. If the evaluation is different from that of the original instructor, then the Associate Dean shall consult with the reviewer(s) and the original instructor and/or seek further opinion before deciding the final grade to be awarded. This revised grade shall be recorded as the official grade regardless of whether it is lower, the same, or higher than the original grades. The Associate Dean will provide the department with a copy of the reviewer(s) report and the final decision on the grade.
- 3.7. If the Chair or Director is part of a team-taught course, then the other team-instructors (in consultation with the Associate Dean and without the involvement of the Chair) will review any contested grades that originate from the Chair's or Director's sections.
- 3.8. If the course is taught by the Dean or Associate Dean, then the Chair/Director of the department shall conduct the review as outlined above without the involvement of the Dean or Associate Dean.
- 3.8.1. Reviews of grades for Interdisciplinary Fine Arts courses (FA-coded in the University Calendar) are directed to the course instructor. If a student is dissatisfied with the review (as described in section 1.1) and opts to request a further review, the review is conducted by the Associate Dean as Chair of the Interdisciplinary Fine Arts course offerings, according to the procedures outlined above. If further review is required, this is conducted by the Dean. The Dean's decision is final, regardless of whether the resulting grade is greater, the same or lesser than the original grade.
4. The final level of appeals made by undergraduate and graduate students is the Senate Committee on Appeals. The Senate Committee on Appeals has no jurisdiction to consider a decision where the sole question in a student's appeal turns on a question of academic judgment.

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Students may seek further independent advice at any point of the above process by contacting the University of Victoria Ombudsperson at [ombuddy@uvic.ca](mailto:ombuddy@uvic.ca)

**Links to relevant documents:**

- Calendar section on Grading, including information on Review of an Assigned Grade: <http://web.uvic.ca/calendar/undergrad/info/regulations/grading.html#>
- Undergraduate grade change form: <http://www.uvic.ca/registrar/assets/docs/UG-grade-change-form.pdf>

- Graduate grade change form: [https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/GRAR\\_GradeChange.pdf](https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/GRAR_GradeChange.pdf)
- Request for a review of a final assigned grade: <https://www.uvic.ca/registrar/assets/docs/record-forms/grade-review.pdf>
- Senate Committee on Appeals: <http://www.uvic.ca/universitysecretary/senate/appeals/>
- Office of the Ombudsperson: <http://uvicombudsperson.ca/>