

Guidelines for Review of an Assigned Grade (Non-Practice)

Faculty of Health Guidelines

Approving Authority: Faculty of Health Council

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Students who have grounds for believing themselves unjustly treated within the University are encouraged to seek all appropriate avenues of redress or appeal open to them. Depending on the nature of the academic matter of concern to the student, the order in which the student should normally try to resolve the matter is: first, the course instructor; second, the Chair/Director of the academic unit; third, the Dean or Dean's designate of the Faculty; and finally, the Senate. In addition, the student may wish to consult the [Ombudsperson](#).

A student seeking a formal review of an assigned grade should consult the regulations under [Review of an assigned grade](#).

Procedures for Review of Assigned Grades

Step 1. Appeal to the Instructor

Any undergraduate student wishing clarification about, or who is dissatisfied with an assigned grade, for either a whole course or a portion of it, submits in writing via email a request for a review of the work in question to the course instructor*. Students make their request to the instructor within 10 business days of receiving the grade for the portion of the course that is in question. The review will be completed within 21 business days of the start of the student-instructor discussion.

If the instructor agrees to change a grade before the final course grades have been submitted no further action is required.

If the instructor agrees to change a grade after the course grades have been submitted the instructor will complete a change of grade form and submit it for approval to the Director and the Faculty of Health (HLTH) Associate Dean Academic.

*An undergraduate student has the right to submit a formal request for a grade review to Undergraduate Records and Graduation Services, including the grade review fee of \$25, normally within 21 days of the release of grades, as set out in the Calendar under Undergraduate Programs and Undergraduate Academic Regulations.

Step 2. Appeal to the Director

If the instructor's review confirms the original grade and the undergraduate student remains

dissatisfied, the student has the option to appeal to the Director of the School. The student must write to the Director stating clearly the student's reason for the Director to review the instructor's decision and the grade. The appeal to the Director should take place within 14 days of the student receiving the instructor's decision. If the Director and the course instructor are the same, the Director will ask the Associate Dean Academic to appoint another person in the School to review the assigned grade.

If the Director does not agree with the need for a review of the grade the Director will inform the student in writing. At this point the student may decide to appeal to the Associate Dean Academic in the Faculty of Health (see Step 3).

If the Director or designate believes the grounds to be reasonable, the Director will initiate a grade review using the procedures below.

The Director informs the student requesting a grade review of the university policy, found in the academic calendar, that the grade determined by the review will be recorded as the official grade regardless of whether it is the same, higher than or lower than the original grade. The student must send a confirmation email to the School Director, within 5 business days of receiving notification, their understanding of this university policy before the grade review proceeds.

The Director 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 work in question.

The original instructor shall provide to the Director the following materials for the appointed reviewer:

1. The course syllabus
2. A description of the assignment(s) in questions, if not included in the course syllabus
3. Unmarked copies of the **original** work submitted for the grade in question
4. An explicit statement on how grades were determined and what assessment techniques were used in the course
5. Explicit criteria, scoring keys or a marking guide for evaluating the components of the grade, and
6. If available and the assignment is a paper, a representative sample of other graded papers from the course

The review will read unmarked copies of all work submitted for the grade in question. The review will evaluate the assignment without knowledge of the original mark and without consultation with the original course instructor.

To minimize risk of bias, the student's name and number will not be identified to reviewer and the reviewer's name will not be identified to the student.

The reviewer will submit to the Director (or the person appointed to handle the appeal) an independent evaluation of materials within two weeks of receiving the material.

The revised grade, regardless of whether it is the same, higher than or lower than the original grade becomes the official grade.

Step 3. Appeal to the Associate Dean Academic

An undergraduate student dissatisfied with the final grade awarded following independent review, may request a review of the grade to the Faculty of Health Associate Dean Academic within two weeks of receiving the 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 (academic merit of the assigned work). The outcome of the Associate Dean's review will include a confirmation of the existing grade or a grade change. The Associate Dean's decision will be recorded as the final grade, irrespective of whether it is the same, higher than, or lower than the grade given by the Director. If the student is dissatisfied with the Associate Dean's decision the student may appeal to the Senate Committee of Appeals (Step 4).

The student will submit to the Associate Dean Academic the following materials for review:

1. Reason for the appeal (e.g. on what basis does the student believe there has been unfair implementation of academic policies and procedures at the School level)
2. A timeline including a sequence of events and a list of key documents
3. Any supporting documentation relevant to the appeal (e.g. course syllabus/requirements, course evaluation components/feedback, emails & correspondence between the instructor and student)
4. A copy of the final decision being appealed
5. A statement of the outcome being sought

The Associate Dean will review the materials and meet with the student to discuss their findings. The Associate Dean will uphold or overturn the grade awarded and provide in writing a summary of findings to the student and the School Director.

Step 4. Appeal to the Senate Committee on Appeals

The deadline for filing an appeal before the Senate Committee on Appeals is two months from the final decision, action or treatment being appealed. Students who wish to file an appeal with the Senate Committee on Appeals must complete a Notice of Appeal form available from the Office of the University Secretary or [online](#). Students are encouraged to consult the UVic Office of the Ombudsperson for assistance prior to filing an appeal.