

Faculty of Human and Social Development

Procedures for Review of Assigned Grades Graduate Students

Any graduate student wishing clarification about, or who is dissatisfied with an assigned grade should first discuss the concern with the course instructor who is responsible for reviewing the work in question. This discussion must take place within 10 business days of the posting of the grade, and the review completed within 21 business days of the start of the student-instructor discussion. If the instructor agrees to change a grade after submitting the course grades, the instructor will complete a change of grade form and send it to the Director, who then sends it to the Graduate Admissions and Records Office.

If the instructor's review confirms the original grade and the graduate student remains dissatisfied, the student has the option to appeal to the Director of the school in writing, stating clearly the reason for the Director to review the instructor's decision and the grade. The appeal to the Director should take place usually 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.

The Director informs the student, requesting a grade review, of the university policy, found in the graduate academic calendar, and 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 five business days of receiving notification, their understanding of this university policy before the grade review proceeds.

If the Director does not agree to review the grade, then the student has the right to request formally a review of the grade through the Office of the Dean of Graduate Studies. The student normally remains a member of their home academic unit (school) during any appeal. The grade determined by means of a review shall be recorded as the final official grade, irrespective of whether it is identical to, or higher or lower than, the original grade.

The Faculty of Graduate Studies' review will attend to fair implementation of academic policies and procedures and 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).

If the student is not satisfied with the Faculty of Graduate Studies' decision, the student may appeal to the Senate Committee on Appeals. The regulations on appeals, found in the Graduate Academic Calendar, govern the appeal process. Decisions of the Senate Committee on Appeals are final. In cases that do not fall under the jurisdiction of the Senate Committee on Appeals, the decision of the Dean of the Faculty of Graduate Studies is final.