

## **Faculty of Science Procedures for Review of an Assigned Grade: Undergraduate and Graduate Students**

This policy addresses cases in which a student believes that there has been a mistake or unfairness in the assignment of a grade. Students who are seeking to have a grade revised on grounds that their academic performance was impaired by injury, family or personal affliction, or illness should consult the “Academic Concessions” section of the Undergraduate Calendar.

1. Any student wishing clarification about an assigned grade or who believes that an assigned grade should be reviewed, either for the final piece of work in the course or for work during the term, shall first discuss the matter with the instructor who will determine whether review of the work in question is warranted. It is the student’s responsibility to first notify the instructor in writing.

### **Review of Grade Assigned during the Term**

2. In cases where the grade the student wishes to have reviewed is assigned for work completed during the term the student must notify the instructor within 5 days of the relevant work being available to students. If the instructor determines that review of the assigned grade is warranted then the instructor will review the work.
  - 2.1 Students seeking review of a grade should note that the grade determined by the instructor’s review will be applied regardless of whether it is the same as, higher than, or lower than the original grade.
  - 2.2 If the instructor determines that the grade should be changed, the new grade will be applied by the instructor.
  - 2.3 In cases of request for a review of grades assigned for work that is not a final exam or a final research paper, any change of grade that results from a student’s request for review are final and may not be appealed except on procedural grounds.
3. If the instructor determines that review is not warranted, and if the student believes there are reasons for reversing the instructor’s decision not to review the grade, then the student can appeal to the Chair or Director of the academic unit offering the course if the value of the work is normally  $\geq 20\%$ . This appeal must be made in writing, stating clearly the grounds on which the student believes that the instructor the grade should be reviewed. If the Chair or Director is the instructor of the course for which the grade is questioned, then a designate will be appointed by the Dean’s office to handle the appeal.
  - 3.1 The Chair or Director’s review will attend to fair implementation of academic policies and procedures. The Chair or Director will not normally consider an appeal where the sole question in a student’s appeal is a matter of academic judgment (for example, the academic merit of the assigned work).
4. If the Chair or Director (or designate) believes the grounds on which the student is requesting further review to be reasonable, the instructor will be directed to review the work:
  - 4.1 Students seeking review of a grade through an appeal to the Chair or Director should note that the grade determined by the instructor’s review will be applied regardless of whether it is the same as, higher than, or lower than the original grade.

4.2 Grade changes for work that is not a final exam or a final research paper that result from a student's request for review are final and may not be appealed except on procedural grounds.

5. If the Chair or Director (or designate) concludes that there are not grounds for review of the grade, the work will not be reviewed.

### **Review of a Final Exam or Final Research Paper**

6. An undergraduate student has the right to formally request a review of grade through Undergraduate Records and Graduation Services, as set out in the Calendar (<http://web.uvic.ca/calendar>).

A graduate student has a right to formally request a review of the grade through the Faculty of Graduate Studies. <http://web.uvic.ca/calendar>. (This is a formal request for a grade review to be conducted by the school.)

### **Appeal Processes Beyond the Level of the Academic Unit**

7. If an undergraduate student who has followed the above procedures believes that there are still grounds for review of an assigned grade, the student can appeal to the Associate Dean of Academic Advising for the Faculties of Humanities, Science and Social Sciences. 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 (for example, the academic merit of the assigned work).

7.1 Materials submitted for an appeal to the Associate Dean of Academic Advising for the Faculties of Humanities, Science and Social Sciences:

- A statement of rationale for the appeal (i.e. on what basis do you the student believe there has been unfair implementation of academic policies and procedures at the school level)
- A complete timeline including a sequence of events and a list of key documents
- Any supporting documentation relevant to the appeal (e.g. course syllabus/requirements, course evaluation components/feedback, emails & correspondence between the instructor and student)
- A copy of the final decision that you are appealing
- A statement of the outcome that you are seeking

8. A graduate student who believes there are grounds for review of the final grade by an academic unit has the right to formally request a further review of the grade through the Office of the Dean of Graduate Studies. The Dean of Graduate Studies will not consider an appeal where the sole question in a student's appeal is a matter of academic judgment.

9. The final level of appeal for graduate and undergraduate students is the Senate Committee on Appeals (see Senate Committee on Appeals Procedural Guidelines – Office of the University Secretary <http://www.uvic.ca/universitysecretary/assets/docs/scommittees/AppealsTORDecember2013.pdf>).

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