

Student Procedures for requesting a Review of an Assigned Grade

These procedures address cases in which a student believes that there has been a mistake or unfairness in the assignment of a grade. *They do not apply to students seeking academic concession due to illness or personal affliction.* Not quite meeting a required grade or a desired GPA are not sufficient grounds to request a grade review.

1. Notify the instructor in writing normally within 14 days of the grade being available stating your reasons for requesting a review and asking for a meeting with the instructor to discuss your grade.
2. If the instructor determines there is no cause for review or that the review confirms or lowers the original grade and you believe there are valid reasons for reviewing the instructor's decision you may appeal to the Chair of the Department.
3. You must appeal to the Chair *in writing*, clearly stating why you believe your assigned grade should be reviewed. You must attach all the graded assignments and tests which have been returned to you.
4. If the Chair believes there are reasonable grounds for a further review you will receive an email informing you of this. For the grade review to proceed you must reply to this email confirming your understanding of the Chair's notification that the grade determined by the review will be recorded as the official grade even if it does not change or if it is higher or lower than the original grade.
5. If the Chair does not find grounds for a review of your grade, you may formally request a grade review through Undergraduate Records as set out in the Academic Calendar.
<http://web.uvic.ca/calendar2017-01/undergrad/info/regulations/grading.html#>