



Reappraisal of Final Grade Procedure	
Policy: Student Rights and Responsibilities Policy	
Category: Academic	Approval Date: June 14, 2022
Procedure Owner: Academic Policy Committee	Effective Date: July 1, 2022
Procedure Administrator: Dean of Students	Review Period: 3 Years
Associated Documents: Reappraisal of Final Grade or Graded Term Work Form Reappraisal of Graded Term Work Procedure Grade Change Form	

PURPOSE

This procedure is established under the Student Rights and Responsibilities Policy. It outlines the steps to be followed when a student requests a reappraisal of a final grade.

Concerns about the grading of in-term work such as a term paper, essay, test, project, or midterm exam are addressed in the Reappraisal of Graded Term Work Procedure.

This procedure is not intended to direct a reappraisal of all term work. A reappraisal of a final grade only considers the determination of the final grade. The exception is when a grade for a piece of graded term work is given to a student after the last day of the course (e.g., final exam, final project, final paper). That grade may be considered in a reappraisal of the final grade.

PROCEDURE

Step 1 - Student-Instructor Review

1. The student will meet with the instructor to discuss the final grade on or before the tenth (10th) business day after the final grade is posted to the student's record.
2. The meeting may take place in person, by phone, or by using a virtual platform.
3. The student and instructor may bring a support person to the meeting.
4. The instructor will email the student and describe the outcome of the discussion and the reasons for any decision within two (2) business days of the meeting. If an error in calculation was made, the instructor will send a Grade Change Form to Student Records.

Step 2 - Reappraisal

1. If a student remains dissatisfied, they may complete a Reappraisal of Final Grade or Graded Term Work form (the "Form") within three (3) business days of receiving the instructor's email. The student will specify on the form their reasons for requesting the reappraisal of the final grade (e.g. calculation error). If reasons are not described, it may result in the denial of the student's request for reappraisal.
2. The Associate Dean of the School offering the course will review the Form and may deny a request for reappraisal if the Form does not include the information required as per section 1. They will advise the student of the decision via email.
3. Where the information is provided, as required under section 1, the Associate Dean will manage final grade reappraisals in consultation with members of academic staff.
4. The faculty member(s) conducting the reappraisal will be given a clean (unmarked) copy of the items that are the subject of a reappraisal.
5. Within ten (10) business days of receipt of the Form, the Associate Dean will
 - a. ensure completion of the reappraisal,
 - b. complete the "School" portion of the Form, and
 - c. provide a copy of the form to the student and the instructor via email.
6. The final grade may be higher, lower, or remain the same as a result of the reappraisal.
7. If the reappraisal results in a change in grade, the Associate Dean will send a Grade Change Form to Students Records.

Appeal

1. A student will exhaust all decision making and reappraisal processes at the School level before submitting an appeal under the Student Appeals Policy.
2. A student has grounds to appeal only where the student can establish bias, or a breach of procedural fairness. An appeal is not a further reappraisal of the grade itself.

DEFINITIONS

Final Grade: final exam, a final project, and a final paper.

Graded Term Work: a term paper, essay, test, project, or midterm exam completed during the term.

Support Person: a person who may provide personal, moral, and emotional support while accompanying the appellant or a respondent during meetings, interviews, or the appeal hearing. Individuals who may be a support person include an Association or union representative, legal counsel, an elder, a traditional knowledge keeper, a peer, or a family member.