



Reappraisal of Graded Term Work Procedure	
Parent 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 Procedure Reappraisal of Final Grade or Graded Term Work Form	

PURPOSE

This procedure is established under the Student Rights and Responsibilities Policy. It outlines the steps to be followed when a student has concerns about a mark received on a term paper, essay, test, project, or midterm exam and requests a reappraisal.

Concerns about a final grade received in a course are addressed in the Reappraisal of Final Grade Procedure.

PROCEDURE

Step 1 - Student-Instructor Review

1. The student will meet with the instructor to discuss the graded term work on or before the tenth (10th) business day of the student receiving notification about the graded work. The student will specify why they believe it is incorrect.
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.

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 (e.g., the error made in marking the work). 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 reappraisals of graded term work in consultation with members of academic staff.
4. After the reappraisal is completed, the Associate Dean will inform the student and the instructor of the outcome via email.
5. The grade may be higher, lower, or remain the same as a result of the reappraisal.
6. There is no appeal from a reappraisal of graded term work.

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.