



Reappraisal of Final Grade Procedure	
Policy: Student Rights and Responsibilities Policy	
Category: Academic	Approval Date: September 22, 2023
Procedure Owner: Academic Policy Committee	Effective Date: September 22, 2023
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 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, final evaluation). This also applies to clinicals and practicums where students receive a pass/fail grade. That grade may be considered in a reappraisal of the final grade.

PROCEDURE

Step 1 - Student-Instructor Review

For students seeking reappraisal in a clinical or practicum grade skip to step 2.

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 on or before 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") on or before 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 student will submit the completed form to the Associate Dean of the School offering the course. The Associate Dean will ensure the form includes the information required. They will review the request and determine if a reappraisal is justified. They will inform the student of the decision via email on or before three (3) business days of receiving the completed form from the student.
3. Where the Associate Dean determines a reappraisal is justified, they 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. Normally, 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. If there are extenuating circumstances, deadlines could be extended provided both parties communicate this clearly.
7. The final grade may be higher, lower, or remain the same as a result of the reappraisal.
8. 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 (student) or a respondent (faculty) 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, an Associate Dean (or designate), a peer, or a family member.