



| GRADE APPEAL POLICY | |
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| Office of Administration | Vice-President Academic and Provost |
| Approval Authority | Senate |
| Approval Date | September 19th 2017 |
| Effective Date | For Spring/Summer courses 2018 |
| Next Review | September (2022) |
| Review History | |

1. Purpose

1.1 The Grade Appeal Policy, together with its associated Procedures, governs the process followed at Laurentian University to ensure the fair and consistent management of grade appeals initiated by students.

2. Scope

- 2.1.** The Policy applies to an appeal by a student of an evaluation of the student's academic performance in the context of a course and as expressed in a grade.
- 2.2.** A grade appeal may relate to a grade received on an element of coursework, on a final examination, or on an entire course.
- 2.3.** Where a grading issue affects an entire class, or a self-selected subgroup of students within a class, a group appeal may be managed as a single appeal process.

3. Grounds for a Grade Appeal

- 3.1.** A student may appeal, on valid grounds, a grade that the student believes to have been incorrectly or inappropriately assigned to the student's work in a course.
- 3.2.** Valid grounds for a grade appeal include, but are not limited to, the following:
- 3.2.1.** A grade or a combination of grades was miscalculated.
- 3.2.2.** A course assignment or an examination was graded incorrectly (e.g., the course instructor missed seeing or misread part of what the student submitted).

3.2.3. A grade was not based on the assessment methods specified in information as provided at the outset of an assignment, examination or course, as appropriate, or as changed with reasonable notice.

3.2.4. Instructions for an assignment were excessively unclear and/or contradictory.

3.2.5. Student work submitted by a stated due date and time, and eligible for grading, was not graded at all.

3.2.6. Course instructor feedback on relevant earlier coursework was not obtained within a reasonable time to assist a student with the graded work in question that depended upon it (as reasonably applicable).

3.2.7. Incorrect advice was offered by a course instructor (e.g., about the content of the examination or approval of a due date extension for an assignment).

3.2.8. The process for determining a final grade was unfair to, or inequitable across, students in the course.

3.3.1 Illness shall not normally be a valid ground for the appeal of a grade on student work or an examination submitted for evaluation. A student who is ill is expected to request an extension of an assignment due date before the original due date or to not write or not submit an examination for evaluation. Medical documentation of illness is required for each such instance.

3.3.2 A concern about a grade received with reference to prohibited grounds of discrimination under the Ontario Human Rights Code is not addressed by this Policy and shall be instead directed to the Office of Human Rights.

3.3.3 Only a Grade Appeal Committee shall formally decide whether other grounds presented for a grade appeal, beyond the aforementioned grounds, will be considered valid.

3.3.4. If an appeal is determined not to be upon valid grounds by a Grade Appeal Committee, the appeal will not proceed.

4. Consultation with the Course Instructor

4.1 When a student is of the opinion that a grade assigned to the student's work is not appropriate, the student shall first consult with the course instructor.

4.2 Failure on the part of a student to consult the course instructor about the grade, or to give good reason why a requested consultation could not occur, shall normally rule out a formal grade appeal. A decision on this point shall be made by a Grade Appeal Committee at the same time that the Committee is considering whether the grounds for the grade appeal are valid.

4.3 Timelines for such consultations are noted in the Procedures.

4.4 In exceptional circumstances, where the state of the relationship between the student and the course instructor is such that the student does not feel able to consult the course instructor alone, or where the course instructor is unavailable, the student may consult with the Department Chair, who may, as appropriate, elect to meet with the student and course instructor together.

5. Formal Grade Appeal

5.1. If, after consulting with the course instructor (or, as necessary, the Department Chair), the student still believes that the grade received is not appropriate, the student may formally appeal the grade.

5.2. A student may request a formal grade appeal only after the student's final grade in a course has been posted on WebAdvisor, even if the student is appealing only the grade received on an element of coursework or on the final examination.

5.3. The student must submit a completed Grade Appeal Request form for a hearing of a Grade Appeal Committee, as outlined in the Procedures.

5.4. The deadlines for submission to the Registrar of a Grade Appeal Request form for a hearing of a Grade Appeal Committee are listed in the Procedures.

5.5. If a grade in a course being appealed is below the normal grade admission criterion for registration in a subsequent course (wherein the first course is a prerequisite for the second course) or for continuation in a program, the Registrar, depending upon the stated policies of the program, may deem a student ineligible to register in the second course or to continue in the program until the grade appeal is resolved and results in an amended grade in the first course that is above the grade admission criterion for registration in the second course or for continuation in the program.

5.6. In a grade appeal, the student and the faculty member shall have the right to be present at all meetings where evidentiary information is presented and to communicate statements regarding all information provided, with full and fair opportunity to correct or contradict any information prejudicial to their positions.

6. Faculty Rosters for Grade Appeal Committees

6.1. By April 30 each year, each faculty, including the Faculty of Graduate Studies, shall assemble a roster of potential Grade Appeal Committee members to serve, for the next academic year, as a source of Grade Appeal Committee members for the faculty.

6.2. The roster shall include one or more members of each program, department or school in the faculty, as appropriate, and competency in both French and English shall be represented in the roster.

6.3. The faculty members on the roster shall be selected or confirmed by the faculty council.

6.4. The roster shall include the names of several students selected or confirmed by the student association(s) associated with the faculty or, if necessary, by a university-wide student association.

6.5. The Registrar shall provide each year between May 1 and August 31, an orientation to the grade appeal process, together with samples or templates of typical documents and communications, for new persons on the faculty rosters and administrative staff new to the grade appeal process.

6.6. If person on a roster is serving on a Grade Appeal Committee on the date from which the person is no longer on the roster, the person's service on the committee shall normally continue until the grade appeal is completed.

7. Grade Appeal Committees

7.1. When informed by the Registrar that a grade appeal request has been received with respect to a course delivered by a unit within the faculty, the Dean shall form, from the faculty roster, a tentative Grade Appeal Committee to consider the appeal; the Dean shall also name a tentative Committee Chair.

7.2. The composition of a Grade Appeal Committee is set out in the Procedures.

7.3. In forming the Committee, the Dean shall consider the language competencies of the members in relation to the language preferences of the student and the course instructor.

7.4. Once a Chair of the Grade Appeal Committee has been confirmed, the Committee Chair shall manage the procedures of the Committee.

7.5. The Chair of a Grade Appeal Committee shall have, upon request, the administrative support of the Dean.

7.6. It is the responsibility of the Chair of a Grade Appeal Committee to ensure that the procedural timelines of an appeal are honoured on behalf of the Committee.

8. Communication

8.1. The Chair of a Grade Appeal Committee may direct, upon request, all written communication with the student appellant through the Registrar.

8.2. It shall be acceptable and preferred, using only @laurentian.ca e-mail addresses, to send by e-mail written communications between the Grade Appeal Committee, the student, the course instructor and any other participants in the grade appeal hearing.

8.3. The student and the course instructor concerned by the grade appeal may each use their preferred language (English or French) for any written or verbal communication in the context of the grade appeal.

8.4. A student, course instructor, or Grade Appeal Committee member may participate in grade appeal procedures by video or audio conference if necessary.

8.5. Course instructors shall ensure that students enrolled in their courses are informed of the Grade Appeal Policy at the beginning of their courses; this shall at least be through a mention and link, as possible, in the course syllabus and/or through D2L.

9. Appeal to the Senate Committee on Student Appeals

9.1. The student or the course instructor may appeal to the Senate Committee on Student Appeals if either believes that the Grade Appeal Committee committed a substantive error of procedure or a substantive breach of fairness during the conduct of the appeal.

9.2. Where either a student or a course instructor wishes to appeal a decision of a Grade Appeal Committee to the Senate Committee on Student Appeals, a Senate Appeal Request form shall be submitted to the Registrar within ten (10) workdays of the communication of the decision of the Grade Appeal Committee. The Senate Appeal Request form is provided by the Registrar.

9.3. Before agreeing to hear the appeal, the Senate Committee on Student Appeals will consider, from the information provided on the Senate Appeal Request form, whether the appeal is indeed a matter of a substantive error of procedure or of a substantive breach of fairness during the conduct of the grade appeal by the faculty Grade Appeal Committee. In relation to a grade appeal, an appeal to the Senate Committee on Student Appeals shall occur on no other grounds.

9.3.1. The Senate Committee on Student Appeals may confer virtually to decide whether the appeal is on the appropriate grounds.

9.4. In a Senate appeal, the student and the faculty member shall have the right to be present or communicate statements regarding all evidence provided, with full and fair opportunity to correct or contradict any statement prejudicial to their positions. This shall be made clear to the student and to the course instructor by the Chair of a Grade Appeal Committee.

9.5. The Senate Committee on Student Appeals is a standing committee of Senate and operates according to the Senate By-laws. **Decisions made by the Senate Committee on Student Appeals are final and binding.**

10. Definitions

10.1. Course: A course is a unit of instruction or experience in an academic program that is required for the completion of a program; for this Policy, a practicum, internship, independent study, or major research paper may be considered a course insofar as it is granted a grade, including a pass/fail evaluation.

10.2. Bias: Bias is an opinion that an individual may hold, as evidenced by specific language or behaviours, that is prejudicial to the case of a student appellant or course instructor.

10.3. Conflict of Interest: A conflict of interest is inherent in a relationship that a person may have with one of the parties to the grade appeal, such that a disinterested opinion on the matter could not be assumed.

10.4. Course Instructor: A course instructor is the person responsible for assigning a final grade to a student's performance in a course. The course instructor may be assisted by other individuals, such as teaching assistants, laboratory instructors, practicum supervisors, clinical educators or co-instructors, who may be delegated to evaluate some student work in the context of a course.

10.5. Coursework: Coursework refers to any or all graded work required of a student as part of a course, except for the final examination. It may consist of tests, practical experiences, written reports, essays, creative works, calculations, presentations, multi-media productions, research projects, computer coding, attendance, class participation, group work, or laboratory work, among other possibilities.

10.6. Dean: The Dean of a faculty or the staff of the office of the Dean.

10.7. Department: For the purpose of this Policy, a department is any smaller academic unit of a faculty, which may be a department, a school or a program, as appropriate.

10.8. Department Chair: For the purpose of this Policy, a Department Chair is a Chair of a department or the Director of a school or the Coordinator of a program.

10.9. Faculty: A faculty is an academic unit headed by a Dean; a faculty includes or oversees various departments, schools, or programs.

10.10. Faculty Member: For the purpose of this Policy, a faculty member is a member of the academic staff of the University, such as a professor, who is a member of the Laurentian University Faculty Association, and who is eligible to participate in the governance and administrative work of the University.

10.11. Final Examination: For the purpose of this Policy, a final examination is an assessment which serves as the final evaluation of Student performance in a course. Where applicable, a final examination may also refer to a supplemental examination granted by some faculties to a student where the student has failed to obtain the minimum grade necessary to pass a required course.

10.12. Final Grade: A final grade is a student's overall grade for the course, as indicated by the course instructor on the Determination of Final Grade form that is submitted to the Registrar.

10.13. Grade: A grade refers to the summative expression of a decision by a course instructor on the value of student work submitted for evaluation in a course; a grade may apply to a piece of student work or to a course as a whole. A grade may also be referred to as a mark or

a score; it may be numeric, alphabetic, or pass/fail, as appropriate to the context or as required by Senate.

10.14. Information Provider: An information provider, in the context of this Policy, is anyone who is called by a Grade Appeal Committee, or by the student or course instructor party to a grade appeal, to provide information, explanations or opinions potentially pertinent to an appeal.

10.15. Registrar: The Registrar or the staff of the office of the Registrar, including the Secretary of the Senate Committee on Student Appeals.

10.16 Workday: A workday is any day that is not a Saturday, a Sunday, a statutory holiday in Ontario, a day during the fall or winter reading week, a day during the University's winter holiday closure or any other day when the University is officially closed.

PROCEDURES FOR GRADE APPEALS

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|---------------------------------|---|
| Office of Administration | Registrar |
| Approval Authority | Senate Committee on Student Appeals (as per Senate By-laws) |
| Approval Date | September 19th 2017 |
| Next Review | To be reviewed by Senate Committee on Student Appeals on an annual basis |
| Review History | |

1. Purpose

1.1 The Grade Appeal Procedures support the Grade Appeal Policy.

1.2 These Procedures shall be interpreted and applied in a manner that is consistent with the purpose and definitions stated in the Policy.

2. Scope

2.1. These Procedures guide the grade appeal process in all faculties.

3. Composition of a Grade Appeal Committee

3.1. When a Grade Appeal Committee is needed to consider the appeal of a grade, the Registrar will inform the appropriate Dean, who will, within five (5) workdays, form a tentative Committee from the persons on the faculty roster and name a tentative Committee Chair from among the tentative Committee members.

3.2. The Dean will report the tentative Grade Appeal Committee members to the Registrar.

3.3. The Registrar will report the names of the tentative Grade Appeal Committee members to the student, course instructor and Department Chair, so that any conflict of interest may be identified by any of them.

3.4. The Dean will report the names of the student and the course instructor to the tentative Grade Appeal Committee members so that any conflict of interest may be identified by any of them.

3.5. A Grade Appeal Committee shall normally consist of three (3) faculty members from various departments within the faculty, including one faculty member from the department concerned by the appeal, and two (2) students enrolled in programs within the faculty.

3.5.1. A Dean may need to seek members of a Grade Appeal Committee from beyond the roster and even beyond the faculty to assemble an appropriate Committee membership.

3.5.2. There shall be at least one faculty member who has a reasonable understanding of the context and content of the course in question.

3.6. Once it is deemed by the parties that there is no conflict of interest or bias among the tentative Grade Appeal Committee members, the members of the Committee shall confirm their Committee Chair, who may be the Committee Chair tentatively designated by the Dean, but who may be another eligible member of the Committee, as decided among the Committee members.

3.7. The Committee Chair shall have no right of vote except in situations where a tie-breaking vote is needed.

3.8. A faculty member from the department concerned by the appeal shall not be the Grade Appeal Committee Chair.

4. Quorum

4.1 Quorum shall consist of three (3) members of the Grade Appeal Committee: the Chair, a faculty member and a student, each of whom are deemed eligible and none of whom have been disqualified to vote on the appeal under consideration.

4.2 Quorum will normally require the participation of the faculty member from the department concerned by the appeal.

4.3 Once an established hearing has commenced on an appeal, no other person shall take part in the deliberation of the Committee as a voting Committee member.

5. Conflict of Interest or Bias

5.1. Prior to the Committee's convening to consider the appeal in a hearing, the Registrar and the Dean shall consider any claims of conflict of interest or bias received concerning any member of the tentative Grade Appeal Committee.

5.2. Where a reported conflict of interest or bias, or the appearance of such, reasonably exists in the opinion of the Registrar or Dean, the Committee member in question shall withdraw from the appeal at the request of the Dean. Where quorum for the hearing would remain, the hearing shall proceed; where quorum would be broken by this withdrawal, the hearing shall proceed once an acceptable replacement member has been identified by the Dean.

5.3. A member of the Committee shall be deemed to have a conflict of interest or bias if the member (a) has had any direct responsibility in the matter being appealed or (b) has been associated with the student or the course instructor such that there would be a reasonable apprehension of bias.

5.4. The student and the course instructor concerned by the appeal shall, within five (5) workdays of having been informed of the tentative Committee membership, identify by name any member of the Committee whom either believes has a conflict of interest or a bias, and shall so state the reason or reasons for such a belief to the Registrar or the Dean.

5.5. Where any difference of opinion arises on the question of conflict of interest regarding any member, the Registrar shall have the final say.

6. Informal Consultation on a Grade

6.1. Because a consultation between the student and the course instructor shall normally have occurred before a student submits a grade appeal request, the student shall request such a consultation at least ten (10) workdays before the deadline for requesting a formal grade appeal.

6.2. A student is advised to request a consultation within ten (10) workdays after receiving a questionable grade on any coursework.

6.3. Such a consultation will preferably occur in person, but may also occur by telephone, videoconference or through e-mail, if necessary.

6.4. A consultation requested by a student on a grade shall be with explicit reference to a specific grade received by the student; a course instructor is advised to consider any questioning of a specific grade on the part of a student as a consultation that may prelude to a formal grade appeal.

7. Grade Appeal Requests

7.1. A student wishing to appeal a grade to a Grade Appeal Committee shall complete, and submit by e-mail to the Registrar, a Grade Appeal Request form, which shall be available from the intranet site of the Registrar.

7.2. Together with a completed Grade Appeal Request form, the student shall submit a copy of any relevant documents available to the student. Such documentation shall be legible and in PDF format, preferably, or in a common word processor format (e.g., Microsoft Word).

7.3. A completed Grade Appeal Request form and accompanying documentation shall be submitted by midnight on:

January 30th for courses ending in December

May 31st for courses ending in April

September 30th for Spring /Summer courses

It may be submitted earlier than on these dates.

7.4. Grade appeal procedures occurring after spring convocation and before Labour Day must be scheduled to accommodate the course instructor's stated vacation dates.

7.5. The completed Grade Appeal Request form shall report:

7.5.1. the name and student number of the student;

7.5.2. the student's preferred language of communication;

7.5.3. the number, title, language and section of the course;

7.5.4. the name of the course instructor;

7.5.5. the grade being disputed and the date on which the grade was received or posted;

7.5.6. full details of the grounds on which the request for an appeal is made, along with a copy of any documents demonstrating valid grounds (see section 3.2 in the Policy) for the appeal;

7.5.7. the date on which an informal consultation with the course instructor was requested, the date on which it occurred, that which was requested of the course instructor in the consultation, and the outcome of the consultation;
and

7.5.8. the grade that the student believes is merited.

8. Pre-Hearing Procedures

8.1. Upon receipt of the completed Grade Appeal Request form, the Registrar shall:

8.1.1. immediately forward a copy of the form and any documentation provided by the student to the Dean of the appropriate faculty, to the Department Chair and to the course instructor;

8.1.2. contact the student to confirm that the request was received and that, if a hearing will occur, a (first) meeting will normally occur within twenty-five (25) workdays of the date of receipt of the Grade Appeal Request form; and that, if a hearing will not occur, the student will normally be notified within fifteen (15) workdays.

8.1.3. request that the appropriate Dean assemble, within five (5) workdays of receiving the request from the Registrar, a tentative Grade Appeal Committee from the faculty roster, designating a tentative Chair from a department different from that concerned by the appeal; and

8.1.4. forward the tentative membership of the Grade Appeals Committee, when received from the appropriate Dean, to the student, Department Chair and course instructor, requesting notice, within five (5) workdays of having received the notice of the tentative Committee membership, of any tentative Committee member thought to have a conflict of interest or bias in the matter.

8.2. Once the period for notice of any conflicts of interest has elapsed, or once any changes to the Grade Appeal Committee have been made as a result of any notice of conflict of interest, normally within five (5) workdays, the Dean shall invite the Committee members to confirm the Chair, which may occur by e-mail.

8.3. Once the Committee Chair is confirmed and Registrar informed, the Committee Chair shall, within five (5) workdays:

8.3.1. confer virtually with Committee members as to whether the appeal is on valid grounds, communicating, if it is not, to the Registrar, Dean, course instructor and the student that the appeal will not proceed and providing the reasons for this; or

8.3.2. make the necessary scheduling arrangements for an initial meeting of the Grade Appeal Committee with the student and course instructor.

8.4. The student and the course instructor are entitled to a notice of at least five (5) workdays of the date and time of the scheduled first meeting of the Committee to which they will be invited and reasonable notice of any subsequent Committee meetings where information will be presented.

9. Grade Appeal Documentation

9.1. The Committee Chair shall inform the student and the course instructor of the time and place of the initial meeting of the appeal hearing, requesting that all

(additional) relevant documentation be received from the student and the course instructor, by e-mail, at least three (3) workdays before the date on which the meeting is scheduled. Such documentation shall be legible and in PDF format, preferably, or in a common word processor format (e.g., Microsoft Word).

9.2. The Committee can require that copies of relevant assignments, tests, examinations, correspondence, course outlines, plans, or any other documentation that the Committee deems appropriate be submitted for consideration by the Committee. Such documentation shall be made available to both parties to the appeal in order that both may have the opportunity to examine, comment upon or challenge any information in the documentation. In making such requests, the Committee must take care to respect any potential Freedom of Information and Protection of Privacy Act (FIPPA) concerns.

9.3. The Chair shall ensure that all relevant documentation received is forwarded electronically to the other members of the Committee in a timely fashion.

9.4. The student and the course instructor shall meet all reasonable deadlines regarding the submission of any additional documentation requested by the Committee during or after the first meeting of the Committee.

9.5. The Chair of the Grade Appeal Committee may ask the Committee to decide the appeal before all relevant additional documentation has been submitted by the student and the course instructor if, in the opinion of the Chair, there is undue delay in the submission of the documentation.

10. Other persons present at the Grade Appeal Hearing

10.1. The student and the course instructor may each invite a peer (i.e., a fellow student, who may be a student association associate, or a fellow faculty member, as appropriate) as an accompanying person to assist them in the appeal process in a supportive and/or advisory capacity and to be present at all the meetings of the Committee where information is presented.

10.1.1. An accompanying person shall not be a person who is an information provider in the matter at hand.

10.1.2. An accompanying person is not to be construed as a representative of the student or the course instructor during the grade appeal, but may speak as a witness of the grade appeal proceedings in the context of an eventual appeal to the Senate Committee on Student Appeals.

10.1.3. An accompanying person shall not have the power to address the Committee or to make written submissions to the Committee.

10.1.4. An accompanying person shall not address the person accompanied while the person accompanied is addressing or answering questions of the Committee.

10.2. Information providers (e.g., experts in the subject matter of the course, department members, or students in the course) may be invited by the student or the course instructor with the permission of the Chair, or may be invited directly by the Chair, to present pertinent information at a grade appeal meeting that may not be clearly presented in the documentation.

10.2.1. At the time when the student and the course instructor are informed of the first meeting date, they shall also be informed of their right to invite information providers.

10.3. An information provider in the appeal shall remain outside of the room in which the appeal hearing is taking place until called upon to provide information and/or to answer questions; an information provider shall not be present for the entire hearing.

11. Responsibilities of the Grade Appeal Committee Chair

11.1. The Chair of the Grade Appeal Committee shall:

11.1.1. rule on all procedural matters in the context of the hearing;

11.1.2. convene the hearing and declare a given meeting to be in session;

11.1.3. remind the parties that the hearing is governed by principles of respect for privacy and confidentiality, that deliberations are confidential, and that audio or video recording of any part of the hearing is not permitted;

11.1.4. verify quorum;

11.1.5. introduce all Committee members and all other parties who are to speak at a given meeting;

11.1.6. confirm that there is no conflict of interest or bias on the part of Committee members;

11.1.7. note the fact that a student appears unaccompanied, if such is the case, and determine whether the student is ready and able to proceed;

11.1.8. if the course instructor is present, note the fact that the course instructor appears unaccompanied, if such is the case, and determine whether the course instructor is ready and able to proceed;

11.1.9. restate the purpose of the hearing and the student's desired outcome;

11.1.10. outline the protocol/guidelines for the hearing;

11.1.11. manage the presentation of information by the student, course instructor and any other information providers, and moderate the questioning of these by Committee members;

11.1.12. vote when a tie-breaking vote is needed;

11.1.13. collect any paper documents pertaining to the appeal that must be retained and ask all individuals to destroy or delete copies of confidential documents that they no longer require; and declare the hearing closed.

12. Presentation of Facts in a Hearing

12.1. The student shall clearly present any facts and arguments concerning the grade in question.

12.2. The course instructor shall clearly present any facts and arguments concerning the grade in question.

12.3. The Committee members may question the student and the course instructor.

12.4. The Committee members may question any information providers invited to the hearing.

12.5. Both parties shall be allowed the opportunity to call upon additional information providers to give written or verbal statements relevant to the grade appeal.

12.6. Both parties shall be given the opportunity to provide closing remarks.

12.7. The Chair shall inform the parties that a letter of decision is normally sent within ten (10) workdays after the day of the hearing.

12.8. The Chair shall excuse the student, the course instructor, and all other attendees at the hearing insofar as their presence is not required or appropriate.

13. Decisions of the Committee

13.1. Where the Committee agrees, either wholly or partly, with the substance of the appeal, the Committee shall address the remedy to be granted.

13.2. To be eligible to vote on matters arising from the appeal, a member of the Committee shall have been present at all the meetings of the Committee where facts were presented.

13.3. Decisions on appeals shall be made by a simple majority vote by members of the Committee who are eligible to vote on the appeal and who are present at the time of the vote.

13.4. The Committee shall deliberate and render a decision within two (2) workdays after the day of the last meeting of the hearing.

13.5. The Chair of the Committee shall send a letter, vetted by the Committee, and passed through the Registrar for administrative editing, to the student, and copied to the course instructor, the Department Chair and the Dean, noting the Committee's decision on the appeal within five (5) workdays of the Committee's decision.

13.5.1. The decision shall provide written reasons that set out fully and clearly the grounds for the decision.

14. Follow-up to the Grade Appeal

14.1. The Chair of the Committee shall pass on copies of all documents and correspondence related to the appeal to the Registrar, who will keep this documentation in a confidential file for a period of no less than seven (7) years and shall manage the file as per the requirements of the Freedom of Information and Protection of Privacy Act (FIPPA).

14.2. Any actions (e.g., removal from a course or program) dependent upon any decision of the Committee on the grade appeal shall normally be stayed until the time for appeal to the Senate Committee on Student Appeals has elapsed (ten [10] workdays), or until the student has waived in writing the right to appeal or, if the student has elected to appeal the decision, until the appeal may be rejected or resolved.



Grade Appeal Request / Demande d'appel de note

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|------------------------------------|--------------------------------------|
| Student name/Nom de l'étudiant(e): | Student number/Numéro d'étudiant(e): |
|------------------------------------|--------------------------------------|

| | |
|---|------------------|
| Preferred language of communication/Langue de communication préférée: | |
| English/Anglais: | French/Français: |

| | | | |
|--|---|---|--|
| Subject/Sujet: XXXX | Course number and section/Numéro et section du cours: #####EL-##/#####FL-## | Term/Session: 20XXF/20XXFW/ 20XXW | Grade being contested / Note contestée: |
| Date grade being contested was received: Date à laquelle la note contestée a été reçue: | | | |
| Course instructor/Membre du personnel enseignant: | | | |

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| <p>Full details of the grounds on which the request is made. MUST attach a copy of any documents demonstrating valid grounds for the appeal. (see policy, section 3.2) Les détails complets des motifs de la demande. DOIT inclure la copie des documents montrant que ces motifs d'appel sont valables. . (voir la politique, section 3.2)</p> |
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Grade Appeal Request / Demande d'appel de note

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CONSULTATION WITH COURSE INSTRUCTOR

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| Date on which the consultation was requested: Date à laquelle l'entretien avec le membre du personnel enseignant a été demandée : | |
| Date on which the consultation occurred: Date à laquelle l'entretien a eu lieu: | |
| What was requested of the course instructor? /Ce qui a été demandé au membre du personnel enseignant? | |
| Outcome of the consultation /Résultat de l'entretien | |
| If applicable, reason why a requested consultation could not occur. Le cas échéant, la raison pour laquelle l'entretien demandé n'a pas pu avoir lieu. | |

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|---|--|
| Grade on the course or course element (assignment, exam, etc) believed to be merited /La note du cours, ou d'un élément du cours (Travail, test, examen, etc) que l'étudiant pense mériter. | |
|---|--|

Signature

Date

APPENDIX 1 - To be completed by any student wishing to appeal a grade

Name: _____

Student number: _____

According to the Grade Appeal Policy, an appeal may be filed on the following grounds. Please check all that apply to your case

- 3.2.1. A grade or a combination of grades was miscalculated.
- 3.2.2. A course assignment or an examination was graded incorrectly (e.g., the course instructor missed seeing or misread part of what the student submitted).
- 3.2.3. A grade was not based on the assessment methods specified in information as provided at the outset of an assignment, examination or course, as appropriate, or as changed with reasonable notice.
- 3.2.4. Instructions for an assignment were excessively unclear and/or contradictory.
- 3.2.5. Student work submitted by a stated due date and time, and eligible for grading, was not graded at all.
- 3.2.6. Course instructor feedback on relevant earlier coursework was not obtained within a reasonable time to assist a student with the graded work in question that depended upon it (as reasonably applicable).
- 3.2.7. Incorrect advice was offered by a course instructor (e.g., about the content of the examination or approval of a due date extension for an assignment).
- 3.2.8. The process for determining a final grade was unfair to, or inequitable across, students in the course.
- Other – Please specify, while reading section 3 of the policy

I attest that the reasons I have checked are the ones upon which my appeal is based.

Signature

Date

ANNEXE 1 – A compléter par tout membre de la population étudiante qui souhaite interjeter appel.

Nom : _____

Numéro d'étudiant : _____

Selon la Politique d'appel de note, un appel peut être interjeté pour les motifs ci-dessous. SVP cocher celui/ceux qui s'appliquent à votre cause.

- 3.2.1. Une note ou une combinaison de notes a été mal calculée.
- 3.2.2. Un travail ou un examen a été mal noté (p. ex., le membre du personnel enseignant n'a pas vu ou a mal lu une partie du travail présenté par le membre de la population étudiante).
- 3.2.3. Une note ne repose pas sur la méthode d'évaluation indiquée dans les renseignements fournis lors de l'attribution du travail, pour l'examen ou le cours, selon le cas, ou modifiée avec préavis raisonnable.
- 3.2.4. Les directives concernant le travail étaient excessivement ambiguës ou contradictoires.
- 3.2.5. Le travail du membre de la population étudiante remis à la date et à l'heure limites précisées, et admissible à l'évaluation, n'a pas été évalué.
- 3.2.6. Le membre du personnel enseignant n'a pas envoyé dans un délai raisonnable sa rétroaction touchant les travaux précédents au membre de la population étudiante, ce qui l'aurait aidé à effectuer le travail évalué en question qui en dépendait (dans une mesure raisonnable).
- 3.2.7. Le membre du personnel enseignant a donné de mauvais conseils (p. ex., au sujet du contenu de l'examen ou de l'approbation de la prolongation d'une date limite pour un travail).
- 3.2.8. Le processus utilisé pour le calcul de la note finale est injuste ou inéquitable pour la population étudiante du cours.
- Autre – spécifier le motif et lire l'article 3 de la politique :
- _____

J'atteste que le/les motifs cochés sont ceux sur lesquels mon appel sera basé.

Signature

Date