

FINAL GRADE APPEALS

Approval Authority	Senate
Responsible Executive	Provost and Vice-President, Academic
Related Policies / Legislation	<i>University Act</i> , s. 35.2 (5)(j) Course Withdrawal (81) Grading System (101) Grade Reporting (109) Discrimination, Bullying and Harassment Prevention (18) Instructional Responsibilities (46) Student Academic Misconduct (70)

PURPOSE

The University of the Fraser Valley (UFV) recognizes that students have the right to be judged fairly in relation to their academic work and shall provide an appropriate process for considering student grade appeals.

SCOPE

This policy applies to all students in graded courses at UFV prior to the student’s graduation and where the final grade was not affected by a finding of a violation of academic integrity under Student Academic Misconduct policy. This policy does not address matters related to academic integrity, non-academic student conduct, or complaints about instruction, services, employees or university policies, which are considered under other university policies.

DEFINITIONS

In this policy, the following definitions apply:

Dean: Dean of the faculty responsible for offering the course.

Evidence: Material evidence that shows that an inappropriate final grade has been assigned, i.e. assignments, exams, course syllabus.

Final grade: The letter grade assigned for a course as recorded on the official university transcript.

Instructor: The person who is responsible for delivery of the course curriculum and the evaluation of student work.

Student: Any person who was enrolled in a course(s) at UFV for which a final grade was assigned.

POLICY

This policy allows for the appeal of final grades by students in graded courses who have cause to appeal, as set out in the Regulations section of this policy.

The final grade appeal offers recourse to a student who has material evidence to show that an inappropriate final grade has been assigned.

REGULATIONS

When a student has a disagreement with a final grade assigned in a particular course, the student shall first discuss the matter with the instructor. The instructor should ensure that the student is able to review all components of the course as per Instructional Responsibilities policy (46). Where the instructor is no longer employed by UFV, or does not respond, the department head or school director will provide, to the best of their ability, a response in the instructor's stead.

Where the student disagrees with the outcome of the consultation with the instructor, UFV recognizes the right of a student to appeal a final grade on the following grounds:

- i. Alleged failure by the instructor to follow the evaluation profile, grade assignment and operational details as stated in the course syllabus and/or instructions for assignments, examinations, or projects. Students must be notified in writing or electronically of any changes to the distributed course syllabus or to the instructions for individual components;
- ii. Alleged failure of the instructor to apply the evaluation criteria to the student in a reasonable manner, consistent with other students in the class;
- iii. Alleged failure by the instructor or departments/divisions to follow approved and relevant university, faculty, department, or school policies and procedures.
- iv. Alleged failure of the instructor to adequately consider and provide reasonable accommodations in response to documented extenuating circumstances that prevented or delayed a student from completing or submitting one or more components of the course.

Students are required to provide evidence to support their claims. Should there be allegations of harassment, or discrimination, it is expected that such matters also will be addressed under Discrimination, Bullying and Harassment Prevention policy (18).

Dissatisfaction or disagreement with the final grade, without satisfying one of the grounds stated above, does not constitute sufficient grounds for a formal final grade appeal.

Since a grade appeal involves an objective review of the grade assigned to the student to determine if the student's course work deserves a higher grade, extenuating circumstances that resulted in a student missing one or more components of the course or performing lower than their ability are not normally addressed through a final grade appeal. Other policies or approaches, such as late withdrawals (see Course Withdrawal policy [81]) or Incomplete grades

(see Grade Reporting policy [109]) may be more appropriate. Students who requested and were denied reasonable alternatives or accommodations, despite providing evidence of extenuating circumstances may, however, appeal under this policy.

Errors in the calculation of the marks for individual components or the final grade should be discussed with the instructor, who will correct the grade, if necessary, in accordance with Grade Reporting policy (109) rather than through a grade appeal. If the student is not satisfied with the outcome of this discussion, this may be pursued further with the department head or director of the school.

Administration of final grade appeals

For final grade appeals for undergraduate level courses, the dean or designate of the faculty in which the course is taught will be the administrator responsible for the appeal process.

For final grade appeals for graduate level courses, the Associate Vice-President, Research, Engagement, and Graduate Studies is the administrator responsible for the appeal, however, the dean or designate of the faculty will be notified.

Where the dean or the Associate Vice-President, Research, Engagement, and Graduate Studies is the instructor in question, the Registrar will appoint an alternate dean.

Privacy

The identity of the student will be protected during the independent reassessment of the students' course work.

Procedures

The Provost's office is responsible to develop and maintain the Final Grade Appeals Procedures and will bring forward recommended revisions to Senate for approval. The Procedures are available at <https://www.ufv.ca/ai/appeals/final-grade-appeal/>. The new procedures will be effective May 1, 2021.