



## UNDERGRADUATE FINAL GRADE APPEAL PROCEDURE

<b>Procedure Type:</b>	Academic	<b>Initially Approved:</b>	October 3, 1988
<b>Procedure Sponsor:</b>	Dean, Academic Programs	<b>Last Revised:</b>	May 18, 2022
<b>Administrative Responsibility:</b>	Registrar	<b>Review Scheduled:</b>	May 2027
<b>Approver:</b>	General Faculties Council		

### A. PRINCIPLES

Alberta University of the Arts recognizes that instructors are responsible for assessing student work and assigning final grades and that students have the right to a fair assessment.

This procedure allows for the appeal of a final grade by a student who can demonstrate grounds for the appeal. The student may not appeal individual items of work except in the context of an appeal of the final grade. Where a student has concerns about a grade for an individual item of work during the term, the student will discuss the matter with the course instructor.

This procedure does not apply when a grade is assigned as an outcome of the Student Code of Conduct procedure(s).

Grade appeals must be objective in nature and based on evidence.

### B. PROCEDURES

1. A student may appeal a Final Grade in a course, citing one or more of the following grounds:
  - a. The Instructor did not follow the evaluation or grading criteria stated in the course syllabus or did so in a way that unfairly disadvantaged the student.
  - b. The evaluation criteria were not applied in a reasonable, fair, or just manner.
  - c. The instructor appears to have made a calculation error in weighting the components which comprise the final examination mark.
2. Final grade appeals are conducted based on the work submitted during the term and the final grade assigned. As a result of this process, the student will not be permitted to submit additional work for assessment and grading.
3. Final grade appeals may result in the grade remaining the same, or the grade being changed (raised or lowered) in accordance with the course grading system available on the course syllabus. Note that as a result of this process, final grades can not be converted to the following grade symbols or final grades:
  - "I" – Incomplete Grade
  - W grades including, "W", "WR", "WC"
  - "AU" – Audit

4. Final grade appeals will be submitted by the student within the published deadline in the Academic Schedule (Dates & Deadlines) posted in the Academic Calendar and online. This deadline applies to the Initiation of Proceeding: Consultation with the Director and does not include the Consultation with the Instructor.

### **Step 1: Consultation with the Instructor**

Where a student has a question or concern about a final grade assigned in a course, the student will discuss the matter with the instructor. If there has been a clerical or administrative error, or if after the discussion the instructor wishes to change the grade, the instructor will notify the Registrar's Office using the appropriate grade change form and submitting that by the grade change deadline as defined in the Final Grading Procedure. If the student is unable to contact the instructor, they can proceed to Initiation of Proceeding: Consultation with the School Director.

### **Step 2: Initiation of Proceeding - Consultation with the School Director**

If a resolution has not been reached in Consultation with the Instructor, the student may initiate an appeal of the course final grade by submitting a completed copy of the Final Grade Appeal Form to the Registrar's Office. The submission will contain supporting documentation including but not limited to:

1. A letter
  - a) Identifying the grounds for the appeal (see above),
  - b) Including a detailed rationale explaining the grounds,
  - c) Referencing documentation which is included with the submission for the purpose of supporting the appeal.
2. Copies of communication between the student and instructor and/or notes detailing conversations.
3. Relevant course and assessment materials and other documentation to support the appeal.
4. Copy of the course syllabus.

The Registrar will notify the Director responsible for the School delivering the course and forward the Final Grade Appeal documentation. Where the Director is the instructor, the Registrar will identify an alternate Director.

Upon receipt of all appeal documentation, the Director will,

1. Review the student's appeal documentation to assess the grounds for the appeal.
2. Convene a meeting with the student to:
  - a) Consider and comment on the grounds for the appeal, and
  - b) Review the next steps in the appeal process, should the student choose to continue.

The Director of the School will complete and sign the Grade Appeal form, thereby recording the that the meeting has taken place.

The form will be returned by the Director to the Registrar within 7 calendar days of the notice to appeal. The Director will also forward any meeting documentation to the Registrar.

### **Step 3: Appeal Committee**

After meeting with the Director, the student may choose to appeal the final grade to the Appeal Committee based on specified grounds.

The student will complete the [Final Grade Appeal Form](#) available on the Student Success Centre SharePoint site.

The Registrar will notify the Chair of the Appeal Committee and forward the Final Grade Appeal documentation received from the student and the School Director.

Upon receipt of the appeal documentation, the Chair of the Appeal Committee will:

1. Request the instructor submit documentation related to the appeal, including but not limited to:
  - a) Copies of communication between the student and instructor and/or notes detailing conversations.
  - b) Relevant course and assessment materials and other documentation related to the appeal.
2. Convene the Grade Appeal committee within 21 calendar days after the appeal documentation has been received.

To ensure impartiality, Committee members will not serve where there may be a conflict of interest due to close associations with the student and/or instructor involved. No member of the Committee will act as an advocate for either the student or instructor.

The Appeal Committee will determine its own procedures in conducting the appeal.

If the Appeal Committee chooses to interview the student and Instructor, each person will receive an invitation to an interview; however, the non-participation of one or both will not prevent the Appeal Committee from proceeding with their review. The invitation will be sent a minimum of 14 calendar days prior to the interviews.

Both the student and instructor may bring a support person to their interview, including someone from Student Services, the Student's Association, Faculty Association, or someone of their choosing; however, the grade appeal process is an internal process and individuals external to the AUArts community can not participate. The role of a support person is to provide support, but not act or speak for either, or be a witness. The parties must notify the Chair of the Appeal Committee in writing, who will attend with them as a support person at least 5 calendar days prior to the meeting. Late submissions can not be accepted.

The Appeal Committee will not override an instructor's grading decision where the central issue of the student's appeal is a difference of opinion between the student and the instructor about the instructor's judgment or because of comparison between the grade the student is appealing and grades the student has received in other courses/from other instructors.

The Appeal Committee will decide by majority vote if the original grade should be retained, raised, or lowered.

The Chair of the Appeal Committee will complete and sign the Grade Appeal form, thereby recording the decision of the Appeal Committee. The committee Chair will prepare a letter of response containing the rationale for the decision.

The form and letter will be returned to the Registrar within 7 calendar days after the committee meeting. The Registrar will forward a copy to both the student and the instructor and action the grade change if/as appropriate.

The Final Grade Appeal Procedure is an internal process, and the Appeal Committee decision is final and binding and may not be further appealed.

The Registrar's Office will maintain the Final Grade Appeal documentation/file.

### **Final Grade Appeal Procedure – Summary & Timeline**

Who	What	When
Student	<u>Step 1: Consultation with the Instructor</u> Student to initiate a discussion with the Instructor about their concern about their assigned Final Grade with the course instructor.	Prior to the Final Grade Appeal Deadline as stated in the Academic Schedule (Dates & Deadlines).
Instructor	In response, the instructor may leave the grade as assigned or change the grade using the final grade change form.	Prior to the grade change deadline, as per the Final Grade Procedure – Assignment of Final Grades.
Resolution Checkpoint		
Student	<u>Step 2: Initiation of Proceeding: Consultation with the Director</u> If not resolved, the student may choose to submit a Final Grade Appeal form page 1 to the Registrar. Include required letter and other documentation to support the appeal.	By the Final Grade Appeal Deadline as stated in the Academic Schedule (Dates & Deadlines).
Registrar	Notify the Director responsible for delivering the course and forward appeal documentation.	Within three calendar days after receiving the documents. (3)

Director	Review the documentation and meet with the student to discuss the appeal and the final grade appeal process. Complete and forward the signed form to the Registrar confirming that they have met with the student.	Within 7 calendar days of receiving the Final Grade Appeal package from the Registrar.  (7)
Resolution Checkpoint		
Student	Step 3: Appeal Committee The student may choose to appeal the final grade and will submit page 2 of the Final Grade Appeal form to the Registrar.	Within 7 calendar days after the meeting with the Director.  (5)
Registrar	Notify the Chair of the Appeal Committee and forward appeal documentation.	Within 3 calendar days after receiving the form.  (1)
Chair – Appeal Committee        Student and Instructor	Request that the instructor submit documentation related to the final grade appeal.  Convene the appeal committee.  Optional: Invite the student and instructor to interviews with the committee  Advise the Chair of the appeal committee in writing if you will have a support person with you during the interview.	Committee meeting within 21 days of receiving the appeal package.  14 calendar days prior to the committee meeting  5 calendar days prior to the committee meeting  (21)
Chair – Appeal Committee	Complete and forward the signed form to the Registrar confirming that the Final Grade remains the same, is raised, or is lowered. Include a response letter describing the rationale for the decision. Forward all meeting documentation to the Registrar.	Within 5 calendar days after the meeting      (5)

Registrar	Communicate the decision of the Program Resolution Panel to the student and instructor. Grade change if/as appropriate. File the appeal and meeting documents.	Within three calendar days after receiving the documents.  (3)

**C. RELATED POLICIES**

- [Degree Requirements Procedure](#)
- [Student Conduct Procedure](#)

**D. RELATED LEGISLATION**

- Alberta Post-Secondary Legislation Act

**E. RELATED DOCUMENTS**

- AUArts Academic Calendar

**F. REVISION HISTORY**

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
05/02/2022	Significant changes	All sections	Registrar	Registrar