

Policy Title:	<b>Final Grade Reviews and Appeals Policy</b>
Policy Number:	<b>4007</b>
Sponsor:	<b>Vice President Academic</b>
Contact:	<b>Registrar</b>
Approved by:	<b>Academic Council</b>
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## **1. Policy Statement**

University of Niagara Falls Canada (UNF) recognizes the right of students to be fairly judged in respect of their academic work and this Policy specifies the procedures for considering final grade reviews and appeals.

This Policy provides a procedure for an informal review of a final grade and, when that review does not resolve the concerns of the student, a formal appeal process.

A review or appeal must be supported by material evidence and made on one or more of the following grounds:

- A significant error in the assessment, evaluation, determination and/or calculation of the final grade or individual components of the course.
- Credible claims of instructor bias or discrimination.
- Failure by the instructor to follow the evaluation details stated in the course syllabus.

Individual items of work, such as exams, quizzes, and projects, may not be reviewed or appealed. Students should discuss grades for individual course requirements with their instructor as soon as possible after receiving the grade.

All parties involved in reviewing final grades and in final grade appeals will listen and respond objectively and fairly.

Requests for reviews and appeals of Final Grades will be submitted in a timely manner as indicated by the Informal Grade Review procedures and Formal Grade Appeal procedures. Responses to Informal Grade Reviews and Formal Grade Appeals will be provided to students in a timely manner as provided by the procedures in this Policy.

The outcome of an informal final grade review or an appeal may be:

- The grade may be raised,
- The grade may be unchanged,
- The grade may be lowered.

## **2. Purpose**

This Policy provides the procedure for a student to seek a Review or submit an Appeal where they dispute a final course grade.

**3. Scope**

This Policy applies to all UNF's students who are currently enrolled or were enrolled thirty (30) days prior to the initiation of the procedure for review of a final grade or an appeal following a review.

**4. Appeals Committee**

Academic Council shall determine the membership, the method of appointment or electing members, and the Terms of Reference for the Appeals Committee.

**5. Definitions**

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Appeal	A formal procedure that reviews a final grade assigned to a student for a course upon completion of that course.
Review	An informal procedure that reviews a final grade assigned to a student upon completion of that course. yet studied and careful examination of the facts pertaining to the situation.
Final grade	A mark of a student's work as recorded on the official transcript.

**6. Responsibility**

Students are responsible for:

- Ensuring they understand the grading requirements of their courses and communicating with their instructors in a timely manner for clarification of the requirements of a course, the basis on which a grade is assigned, or a mark on a specific assignment.
- Seeking information in a timely manner if they become aware of any concerns regarding their grades.
- Retaining returned marked course materials should they wish to appeal a final grade.

Faculty are responsible for:

- Providing clear information and guidance to students about how a course will be graded.
- Grading and returning assignments to students as promptly as possible.
- Maintaining clear records of marks given and retaining those records and any retained student work for one year following the end of the course.
- Making themselves available to discuss student concerns regarding marking or grading, including how the final grade was calculated.

The Associate Dean is responsible for:

- Reviewing the Formal Final Grade Appeal submission from the student and response from the instructor.
- Determining the final grade.
- Providing complete and factual documentation on their review and recommendation to the Vice President Academic for the record and inclusion in a submission to the Appeal Committee should the appeal proceed.
- Rendering objective decisions about the appeal and advising the appellant of the outcome.

The Vice President Academic is responsible for:

- Receiving the request from the Registrar concerning an appeal.
- Requesting the Chair of Academic Council to constitute an Appeals Committee if the VPA assesses that the appeal meets the standard of grounds for appeal.

The Registrar is responsible for:

- Reviewing appeal submissions to ensure they are complete. Incomplete submissions are not accepted and will be returned to the student for completion.
- Referring an appeal deemed complete to the Vice President Academic who checks to see that the submission meets the standard of grounds for appeal.
- Communicating the Appeals Committee decision to the student.
- Advising the Chair of Academic Council of the appeal results.
- Retaining all records related to appeals and managing materials returned by the Committee.
- Providing Academic Council with an annual report on all Academic Appeals.

The Registrar is the sole custodian of the record of an appeal.