



REAPPRAISAL OF GRADES AND APPEAL POLICY

As a general rule it is the responsibility of the student to discuss firstly with the Instructor, and secondly with the Program Manager/Director, any dispute concerning academic decisions.

REAPPRAISAL OF GRADES

Definitions:

A reappraisal is a review of grading of term work or final grades and may be done either by the Instructor who originally gave the grade or by another Instructor. The purpose of a reappraisal is to determine if the original grade can be justified, not to determine if another grade is possible.

Graded term work includes any assignment or examination, other than a final examination, which counts toward the final grade.

Reappraisal of Graded Term Work:

A student seeking reappraisal of a piece of graded term work (assignment, test, project, etc.) should discuss the work with the Instructor **within 15 days** of either being notified about the mark or of the item's return to the class. If not satisfied, the student shall immediately take the matter to the relevant Program Manager. If the matter cannot be resolved in consultation with the Program Manager, the student should immediately submit a written request for reappraisal to the Program Director who will arrange for a reassessment of the piece of work within the next 15 days. A grade may be lowered, raised, or left the same as a result of a reappraisal. The student will be informed in writing of the result of the reappraisal.

Reappraisal of Final Grades:

A student may apply for reappraisal of a final grade only if s/he has good reason to believe a mistake has been made. Such reappraisals are dealt with by the Program Manager/Director, in consultation with the Instructor. Reappraisal of final grades shall involve only reassessment of the final examination, if any, together with a recalculation of the weighted components that make up the final mark. Written application for reappraisal of a final grade must be submitted to the Program Director **within 30 days** of the date the official grade is posted through the My ContEd student portal. Normally Continuing Education will respond to a request for reappraisal of final grade within 30 calendar days of its initiation. A grade may be lowered, raised, or remain the same as a result of a reappraisal. The student will be informed in writing of the result of the reappraisal.

If a student is not satisfied with the results of a reappraisal of a grade please refer to the Appeals procedure below.

APPEALS

Grade reappraisals, which are not resolved at the Instructor or Program Manager/Director level, should be directed to the Director of Continuing Education **within 15 days** of the date on the notification providing the unfavourable decision. The student shall address a letter of appeal to the Director of Continuing Education which must clearly and fully state the decision being appealed, the grounds for appeal and the remedies being sought, along with any special circumstances which warrant an appeal of the reappraisal. The student should include as much written documentation as possible. If an appeal involves a dispute about a term or a final grade, the procedure for reappraisals of grades must have been followed or the appeal will not be heard. For an appeal to be upheld, it must be shown that an injustice has occurred.

The Director of Continuing Education may resolve the situation without proceeding to the Continuing Education Appeals Committee. If the matter is not resolved to the student's satisfaction, the appeal letter will be sent to the Continuing Education Appeals Committee.

The Continuing Education Appeals Committee will hear the appeal only if the appeal letter details the decision being appealed, the grounds for appeal and outcome sought by the student and if there are sufficient grounds to proceed with the appeal. If the appeal is to be heard, the Director's office will provide the student a copy of the principles and procedures that govern the Continuing Education Appeals Committee. These procedures will detail the composition of the committee, the right of the student to have an advocate at the hearing, how the hearing will be conducted, and other information. The chair of the Continuing Education Appeals Committee may decide not to proceed with the appeal if it is determined that sufficient grounds do not exist.

The Continuing Education Appeals Committee will report its decision to uphold or deny the appeal in writing to the Director of Continuing Education and the appellant within 15 days of the decision.

The letter of appeal must be addressed to the Director of Continuing Education and must describe clearly:

1. the nature of the grievance or decision involved;
2. the grounds on which the appeal is based;
3. the remedy sought, and, if appropriate;
4. a description of any actions taken or to be taken by the appellant to ensure the situation under appeal will not occur in the future.

Note: The letter of appeal should include student name, student ID number and contact information. It is strongly advised that copies of medical documentation, relevant letters and other relevant document be attached to the appeal.