



Course Grade Appeal Policy

Assessing the quality of academic work is the professional responsibility of the course instructor. The requirements for successfully completing student learning outcomes and grading standards are indicated in course syllabi. A student who believes their course grade was unfairly determined or assigned in a discriminatory manner should follow the procedure below:

1. Meet with the course instructor and attempt to resolve the issue as soon as reasonable but within three weeks from the date of the assigned course grade. In most cases the issue is resolved at this level with good communication. If the concern is not resolved, or the student is uncomfortable interacting with the instructor, the student may present their concern to the department chair or school dean who oversees the course area.
2. Meet with the department chair or school dean within six weeks from the date of the assigned course grade and attempt to resolve the concern. If the situation is not resolved, the student may present their concern to the Associate Vice-President for Academic Administration (undergraduate course) or the Associate Vice-President for Graduate Studies (graduate course). If the department chair or school dean is the course instructor, the student may skip this step and proceed directly to the next one.
3. Meet with the Vice-President within nine weeks of the assigned course grade to discuss the nature of the concern. The student must provide a written request and copies of all relevant material. The Vice-President will attempt to resolve the concern in consultation with the student and the instructor. If the concern is not resolved, the student may submit a written request and relevant material for consideration by the Academic Standards Committee (undergraduate course) or Graduate Standards Committee (graduate course).
4. The committee will consider the student's written request and submitted material, along with a written summary provided by the instructor, and determine a course of action which could include denial of the request, a solicitation for reconsideration by the course instructor, a mandated grade change, or other outcomes.

Any further appeal must be made in writing to the University Grievance Committee within three weeks of the previous committee decision. The Grievance Committee shall restrict its review of the case to questions of procedure and fair application of published policies.