

Grade Reassessment (Graduate)

The following is a distillation of the Graduate Calendar regulations with respect to grade reassessment. See <http://www.uoguelph.ca/registrar/calendars/graduate/current/genreg/genreg-grade.shtml> for the actual regulations, which will supersede those here if differences arise.

Graduate grades can be changed for the following sorts of reason:

- Calculation error or omission;
- Unfair or unreasonable methods or criteria used to determine the grade;
- Methods or criteria used to determine the grade that are inconsistent with the course outline;
- Misapplication of an academic regulation or procedure.

The process for Grade Reassessment is as follows:

1. The student should normally submit a request for grade reassessment in writing to the chair of the department no later than the 14th working day after receiving notification of the grade. This request should be simultaneously directed to the instructor of the class, and the instructor should also be provided with any relevant assignments that have been returned to the student.
2. The course instructor is responsible for reviewing the grade and responding in writing to both the student and the chair within one week of receipt of the request for reassessment. If the request for a reassessment alleges that the methods for determining the grade were unfair or unreasonable, the chair will attempt to mediate the issue to the satisfaction of both parties. The student, instructor, or chair of the department may request an internal or external assessor, to be identified by mutual agreement between the instructor and the student. If agreement as to the assessor cannot be reached within 10 working days, the chair will notify the dean of the College, who will select the assessor in consultation with the parties.
3. If the chair has reason to believe that the instructor has not adhered to the grading procedures established by Senate or other academic regulations of Senate, the chair should consult with the faculty member and, if necessary, the college dean.
4. When there is a change in grade, the instructor fills out a Grade Reassessment form, which is then signed by the chair and forwarded to the College dean. The dean signs the form and forwards it to Graduate Program Services.
5. When the change in grade is based on an agreement that the methods for determining the grade were unfair or unreasonable the chair should also prepare a statement of the agreement that should be signed by both parties. This statement should be sent to the dean along with the Grade Reassessment form.
6. If the chair, mediating a request for grade reassessment on the basis that the methods for determining the grade were unfair or unreasonable, decides that the issue cannot be resolved informally, she or he must terminate efforts at reconciliation and notify the student and instructor of this decision; the student will then have 10 days to appeal to the Senate Committee on Student Petitions. In cases where there has been an assessment of the student's work, the materials submitted to the Petitions Committee must include a copy of the assessment obtained by the chair.
7. If allegations that an instructor misapplied academic regulations cannot be resolved at the departmental level—possibly in consultation with the college dean—the chair will advise the student that the student can appeal to the Senate Committee on Student Petitions within 10 working days.
8. There is no avenue of student appeal for requests for grade reassessment on the basis of a calculation error.

Author: Andrew Bailey
Date: January 8, 2008