

Grade Reassessment (Undergraduate)

The following is a distillation of the Undergraduate Calendar regulations with respect to grade reassessment. See <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-grdchg.shtml> for the actual regulations, which will supersede those here if differences arise. See also <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml>.

Undergraduate 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.

Grades *cannot* be changed on the basis of the following reasons:

- To improve the student's GPA beyond a particular threshold;
- To accommodate the submission of work beyond the course grade submission deadline;
- To allow grades to be submitted beyond the course grade submission deadline.

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 10th class day of the succeeding semester. This request should be simultaneously directed to the instructor of the class, and the instructor should also be provided with any relevant assignments or tests 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 five class days of receiving 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. If the chair has reason to believe that the instructor has not adhered to the grading procedures established by Senate (see <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-grds-proc.shtml>) or other academic regulations of Senate, the chair should consult with the faculty member and, if necessary, the college dean.
3. 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 Undergraduate Program Services.
4. 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.
5. 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.
6. There is no avenue of student appeal for requests for grade reassessment on the basis of a calculation error. Allegations that an instructor misapplied academic regulations are dealt with by the dean or, if necessary, the provost if they cannot be resolved at the departmental level.

Author: Andrew Bailey
Date: January 8, 2008