



Faculty of Education Grade Appeal Policy & Procedure

The purpose of this document is to set out appeal procedures supplementary to the University of Manitoba's Senate approved Policy entitled *Final Examinations and Final Grades Policy* and Procedure entitled *Final Grades* documents, which came into effect September 1, 2013. This document has three parts: 1) Student Appeal of Term Work in a Course, 2) Student Appeal of Final Grade in a Course, and 3) Student Appeal of Final Grade in a Practicum Course.

If undecided about filing an appeal or if further guidance or support is needed, students are encouraged to make an appointment to speak with a Student Advocate. Student Advocacy is located at 520 University Centre; staff can be reached by phoning 204-474-7423 or emailing student_advocacy@umanitoba.ca.

Part 1. Student Appeal of Term Work in a Course

A student wishing to appeal an instructor's decision about a grade awarded on an assignment in a course returned before the last day of classes will first discuss the matter directly with the instructor concerned.

If the matter is not resolved informally, the student shall have 10 working days after receiving the grade for the term assignment to submit a formal appeal through the Registrar's Office. Full instructions are found on the appeal form which can be found at:

http://umanitoba.ca/student/records/media/Term_Work_Appeal.pdf.

Upon receiving notification of the appeal, the Department Head will obtain the following information:

- From the instructor: a) the course outline including the description of the assignment and assessment criteria, including any relevant assessment tool used; and b) a written response to the student's written appeal.
- From the student: c) the graded assignment (or a photocopy of it); and d) a clean copy of the assignment.

The Department Head will appoint an instructor from the same or a related area to re-assess the assignment. The Department Head will provide the appointed instructor with a, b), and d) above. The re-assessor may seek further information or clarification related to the appeal from the Department Head, instructor, or student. The re-assessor will submit a written response to the Department Head within 10 working days, recommending a grade, which could be the same, higher, or lower.

The Department Head may seek further information related to the appeal from any party involved and then adjudicates the appeal within 10 working days from receipt of the re-assessor's written response. The grade assigned by the Department Head will be final. The Department Head will communicate the outcome of the appeal to the Registrar's Office.

Students will receive a letter in the mail from the Registrar's office with the decision of their appeal within 30 days of the grade appeal deadline.

Part 2. Student Appeal of Final Grade in a Course

A student wishing to appeal an instructor's decision about a final grade in a course will first discuss the matter directly with the instructor concerned during their office hours or at a mutually agreed upon time. The instructor may provide valuable feedback and a justification for the final grade received. The instructor may be willing to review your final paper or exam again.

If the matter is not resolved informally, a student may enter an appeal of a final grade in a course through the Registrar's Office by the deadlines set in the *University of Manitoba's Procedure for Final Grades* which are:

- a) For a Fall Term course grade, the deadline is 15 working days following the first day in January which the University is open;
- b) For a Winter Term course grade, the deadline is 15 working days after Victoria Day;
- c) For a Summer Term course grades, the deadline is thirty (30) working days following the end of the applicable examination period; and
- d) For a case involving a time extension, the deadline is 10 days after the final grade is posted.

Students must use the *Final Grade Appeal Form* (available at the Registrar's Office, 400 University Centre) and provide a written submission that indicates the relevant grounds for the appeal. A fee is charged for each appealed grade. The process for students wishing to appeal a final grade can be found here: <http://umanitoba.ca/student/records/grades/691.html>.

Upon receiving notification of the appeal, the Department Head will obtain the following information:

- From the instructor: a) the course outline including the description of the final assignment and assessment criteria, including any relevant assessment tool and the student's graded paper, OR a copy of the exam, including any relevant assessment criteria and tool, and the student's examination script; and b) a written response to the student's written appeal.
- From the student: c) clean copy of the final assignment.

The re-evaluation of the student's final grade will be undertaken by the course instructor concerned in consultation with another instructor appointed by the Department Head, from the same or related area, who will independently assess the final paper or exam script and/or other relevant material.

In cases where the final grade has been awarded on the basis of an examination combined with term work, the examination will be re-read by the two instructors as above and the term mark calculation reviewed.

In the case of grades awarded solely on the basis of term work, only the calculation will be reviewed.

In instances where term work has not been returned to students before the last day of classes, that term work will also be re-read. If applicable, the Department Head will provide the consulting instructor with clean copies of the student's final paper and relevant term work.

Following their re-assessment, the course instructor and the consulting instructor will submit a written response to the Department Head within 10 working days, recommending a grade which could be the same or higher. Grades subject to appeals may not be lowered.

The Department Head will communicate the outcome of the appeal to the Registrar's Office within thirty (30) days of the deadline for a student to submit the appeal being considered. If the deadline cannot be met, the Department Head will notify the Registrar's Office and provide reasons for the delay. In no case shall an appeal be delayed longer than sixty (60) days. Students will receive a letter in the mail from the Registrar's office with the decision of their appeal within 30 days of the grade appeal deadline.

Part 3. Student Appeal of Final Grade in a Practicum Course

Student appeals of final grades in undergraduate practicum courses go directly to the Associate Dean Undergraduate (ADU) for review and for graduate practicum courses, they go directly to the relevant Department Head.

A student may enter an appeal for a practicum course through the Registrar's Office by the deadlines set in the *University of Manitoba's Procedure for Final Grades* which are:

- a) For a Fall Term course grade, the deadline is 15 working days following the first day in January which the University is open;
- b) For a Winter Term course grade, the deadline is 15 working days after Victoria Day; and
- c) For a Summer Term course grade (May-August practicum), the Faculty of Education's deadline is 15 working days after Labour Day.

Students must use the *Final Grade Appeal Form* (available at the Registrar's Office, 400 University Centre) and provide a written submission that indicates the relevant grounds for the appeal as well as documentation to support the grounds.

The Associate Dean Undergraduate, or in the case of graduate courses, the relevant Department Head, will evaluate the *Final Grade Appeal Form* and supporting documentation from the student, which must include the relevant practicum course outline, as well as the formative and summative evaluations, and relevant supplementary documentation provided by the Director of School Experiences or Course Instructor. The ADU or DH may seek further information from any person involved in the assessment of the student such as: Faculty Advisor, Cooperating Teacher, School Administrator, School Counsellor, Reading Clinician, or Instructor.

The result of the appeal will be submitted by the ADU or DH to the Registrar's office within 30 days of the deadline for a student to submit the appeal being considered. In the event this deadline cannot be met, the ADU or DH will notify the Registrar's Office with reasons for the delay. In no case shall an appeal be delayed longer than 60 days.

A student has the right to appeal the results of a grade appeal on procedural grounds to the Faculty Committee on Student Standing (for undergraduate students) or the Faculty of Graduate Studies (for graduate students) if dissatisfied with the decision. A request for a review of appeal procedures must be filed within ten (10) working days of receipt of notification of the result of a Grade Appeal to the Office of the Dean of the Faculty of Education (undergraduate students) or to the Office of the Dean of the Faculty of Graduate Studies (graduate students).