Faculty of Nursing
Appeal of Term Work

Definition:

Term work refers to all work (including clinical practice evaluations) that has been assigned and returned or made available to students before the last day of classes.

Policy:

The appeal of term work returned or made available to students before the last day of classes shall be subject to following policies established by the Faculty of Nursing:

1. The course leader is responsible for all grading of course work whether the grading is actually done by her/him or another instructor in the course or a teaching assistant.
2. Students who desire reconsideration of a grade assigned to written work, or reconsideration of a clinical practice evaluation shall, in the first instance, discuss the matter with the instructor who assigned the original grade, and request a review of the work to attempt to resolve the issue without the need to submit a formal appeal.
3. Students, who wish to formally appeal a grade for term work or a clinical practice evaluation, shall have (normally) 10 working days after the grade has been made available to them.

Procedures:

1. Students shall submit a completed "Application for Appealing a Grade Given for Term Work" form, appended and available from the Faculty of Nursing, to the Comptroller's Office, Fort Garry Campus, and pay the appropriate fee. These forms are available from the Faculty of Nursing Student Advisors and or on the Registrar's Office website: http://umanitoba.ca/student/records/grades/690.html
2. Once the fee has been paid, the Student will submit the "Application for Appealing a Grade Given for Term Work", together with the original term work, to the Student Services Coordinator, who will sign the form and issue a photocopy of the appeal form to the student acknowledging receipt of the appeal and the term work, and be responsible for processing the appeal of a grade given for term work (normally) within 15 working days.
3. The form is then forwarded to the Coordinator, Undergraduate Nursing Programs, who will inform the course leader who assigned the grade, and request a review of the paper/assignment/clinical practice evaluation if this has not already been done.
4. Concurrently, an independent assessor, familiar with the content area, is also asked to grade an unmarked version of the assignment. Grading criteria will be provided to the independent assessor.
5. The original and independent assessor will report the result of her/his review to the Coordinator, Undergraduate Nursing Programs. If there is not agreement, (i.e., the independent assessor has given a higher grade), the Program Coordinator will meet with the assessors to mediate in determining the letter grade.
6. The Coordinator, Undergraduate Nursing Programs, will complete the appropriate sections of the Appeal Form. The form is signed by the Associate Dean and returned to the Student Services Coordinator, who will send one photocopy of the form to the student, one to the course leader, and maintain the original for the student files.
7. If the appeal is successful, the Student Services Coordinator in addition to the steps noted in 9) will initiate the refund process by signing the form in the "Refund Approved" area of the form and direct a photocopy to the Comptroller’s Office.

8. If the appeal is denied at this level of appraisal and the student decides to appeal the decision, a written request must be submitted to the Dean's office within ten (10) working days of receiving notification of the appeal. This request must be accompanied by a completed copy of the "Faculty of Nursing Appeal Form". The Dean's office shall notify the Chair of the Student Appeals Committee and the faculty member(s) involved.

Reviewed October, 2012