

PROCEDURES FOR REVIEW OF ASSIGNED GRADES FACULTY OF FINE ARTS

Scope of the policy: These procedures address appeals of a grade assigned for all or part of a course. Requests based on a student's inability to complete a course due to extenuating circumstances are governed by separate regulations under Academic Concessions.

1. Any student who is dissatisfied with an assigned grade in a course run by the Faculty of Fine Arts, whether it is for a portion or the whole of a course, or who wishes clarification about this grade, should submit a written statement to the instructor that presents the details of the complaint. This submission should be made within seven (7) business days of receiving the grade that is in question. The instructor will review the work in question. The review will typically be completed within seven (7) business days after receipt of the student's statement.
 - 1.1. If the instructor agrees to change a grade before the final course grades have been submitted and the reassigned grade is greater than the original, no further action is required.
 - 1.2. If the final course grades have already been submitted:
 - 1.2.1.

- 3.5.3. If a graduate student is dissatisfied with the final grade as assigned by the Chair/Director, the student may request a further review of the grade through the Office of the Dean of Graduate Studies. The Faculty of Graduate Studies' review will attend to fair implementation of academic policies and procedures. The decision reached through this process will be recorded as the final grade regardless of whether it is lower, the same, or higher than the original grade.
- 3.6. If the Chair or Director is the instructor of the course in question, then the Associate Dean shall designate a departmental colleague to act in the Chair's/Director's stead, and the review shall be conducted as outlined above, except that
- 3.6.1. The Associate Dean shall forward to the reviewer(s) all course materials as outlined in 3.3.1. (a-g);
- 3.6.2. The reviewer(s) will submit to the Associate Dean their independent evaluation of the grade. If the evaluation is different from that of the original instructor, then the Associate Dean shall consult with the reviewer(s) and the original instructor and/or seek further opinion before deciding the final grade to be awarded. This revised grade shall be recorded as the official grade regardless of whether it is lower, the same, or higher than the original grades. The Associate Dean will provide the department with a copy of the reviewer(s) report and the final decision on the grade.
- 3.7. If the Chair or Director is part of a team-taught course, then the other team-instructors (in consultation with the Associate Dean and without the involvement of the Chair) will review any contested grades that originate from the Chair's or Director's sections.
- 3.8. If the course is taught by the Dean or Associate Dean, then the Chair/Director of the department shall conduct the review as outlined above without the involvement of the Dean or Associate Dean.
- 3.8.1. Reviews of grades for Interdisciplinary Fine Arts courses (FA-coded in the University Calendar) are directed to the course instructor. If a student is dissatisfied with the review (as described in section 1.1) and opts to request a further review, the review is conducted by the Associate Dean as Chair of the Interdisciplinary Fine Arts course offerings, according to the procedures outlined above. If further review is required, this is conducted by the Dean. The Dean's decision is final, regardless of whether the resulting grade is greater, the same or lesser than the original grade.
4. The final level of appeals made by undergraduate and graduate students is the Senate Committee on Appeals. The Senate Committee on Appeals has no jurisdiction to consider a decision where the sole question in a student's appeal turns on a question of academic judgment.

Students may seek further independent advice at any point of the above process by contacting the University of Victoria Ombudsperson at ombuddy@uvic.ca

Links to relevant documents:

Calendar section on Grading, including information on Review of an Assigned Grade:

<http://web.uvic.ca/calendar/undergrad/info/regulations/grading.html#>

Undergraduate grade change form: <http://www.uvic.ca/registrar/assets/docs/UG-grade-change-form.pdf>

