

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 3	<b>DIRECTIVE NO.</b> E24
	<b>ORIGINATOR</b> Registrar	
	<b>APPROVED BY</b> ASMC	
<b>TITLE</b> <b>REVIEW OF FINAL GRADES</b>	<b>EFFECTIVE DATE</b> 2004.06.09	<b>REPLACES</b> 1995.01.01

### **PREAMBLE**

Course evaluation culminates in the awarding of a final grade. The assumption is made that the grade is assigned through an equitable and accountable process based upon an assessment of achievement of the required learning outcomes.

There are, however, occasions when this process is, or is perceived to be, neither fully realized nor documented. In such cases, students have an opportunity to have their grades reviewed.

### **POLICY**

1. Within ten (10) working days of the date of issuance of the transcript, a student in good standing has the right to obtain a review of a final course grade. In cases where the grade prevents the student's advancement in his or her program of study, Directive E15: Academic Appeal applies.
2. The Review process will be fair and equitable and will respect the integrity of the faculty-student relationship.

### **PROCEDURES, ROLES AND RESPONSIBILITIES**

1. Before initiating the formal grade review process, the student should discuss his or her grade(s) with the professor. If no resolution is reached, the student can initiate the following grade review process.
2. The purpose of the grade review is to examine the
  - stated method of evaluation for the course
  - the manner in which this method of evaluation was carried out

As a result of the review, the original grade may be changed.

3. The following procedure is to be followed to initiate a formal review of a final course grade:
  - 3.1 The student will submit a written request for a review of a final grade to the Registrar's Office by completion of "Review of Final Grades" Form (Appendix A) within ten (10) working days of the date of issuance of the transcript. A twenty-five dollar (\$25.00) fee per grade reviewed will be levied. The fee will be refunded if the grade is changed in the student's favour.
  - 3.2 The Registrar's Office will forward the request to the Course Chair.
  - 3.3 The Course Chair will establish a review committee to meet within five (5) working days of receipt of the request.
  - 3.4 The membership on the review committee will include:
    - one professor, familiar with the course in question, but not directly involved with the student, and
    - one professor, program coordinator or Chair as appropriate.
  - 3.5 Pertinent records, exhibits and written statements may be provided as evidence for consideration by the review committee. The student and the professor may be invited to present their views.
  - 3.6 The deliberation of the committee will take place in camera and will be held in confidence.
  - 3.7 The review committee will communicate its decision, on the form attached, in writing to the Course Chair within twenty-four hours of the review meeting.
  - 3.8 Within twenty-four hours, the Course Chair will notify the Registrar of the outcome of the grade review, using the appropriate format.
  - 3.9 Within three (3) working days, the Registrar will communicate the decision in writing to the student and will issue a revised transcript, if indicated.
  - 3.10 A record of the review proceedings will be placed on file in the department by the Course Chair.

3.11 The decision of the review committee is final and binding.

(original signed by):  
Vice President, Academic

(original signed by):  
Registrar

**APPENDIX A**

**ALGONQUIN COLLEGE  
REVIEW OF FINAL GRADE**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Program Name: \_\_\_\_\_ AAL: \_\_\_\_\_

Course # and Title: \_\_\_\_\_

Date Appeal Made at Registrar's Office: \_\_\_\_\_

Date Appeal Heard: \_\_\_\_\_

**DECISION:**

The original final grade was \_\_\_\_\_ and the decision of the Committee was that the final grade remain \_\_\_\_\_ or be changed to \_\_\_\_\_ .

<b>REVIEW COMMITTEE</b>	
<b>NAME</b>	<b>TITLE</b>

Date Decision Forwarded to Registrar's Office: \_\_\_\_\_

Signature of Course Academic Manager: \_\_\_\_\_