PURPOSE
To provide students who believe they were evaluated unfairly the opportunity to request a review of their overall final grade assigned, at the conclusion of the term. This can also include a review of a component of the final grade. In cases where the final grade assigned impacts students’ progression, Policy AA19 Academic Appeal applies when grounds for an academic appeal are met as defined in AA19 Appendix 3.

SCOPE
This policy applies to all full and part-time students.

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Evaluation</td>
<td>A formal measurement of student learning that may include, but is not limited to, an examination, test, assignment or project</td>
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<tr>
<td>Academic Administrator</td>
<td>Program Chair, Academic Manager, Course Chair, or Dean</td>
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<tr>
<td>Progression</td>
<td>Movement of students through the program of study based on stated requirements</td>
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POLICY
1. The College is accountable for the assessment and evaluation of students’ performance through the application of standards that guide assessment, evaluation and progression. Evaluation of students’ performance ends with the awarding of a final grade.

2. The College expects that the academic judgement made by the professors will be fair and equitable in assessing students’ performance against the required course learning outcomes.
3. There may be occasions when students disagree with the grade they received on an evaluation or on their overall final grade. In such cases, students have the right to request a review of the overall grade or of an evaluation component of the final grade.

4. In order to request a review of a final grade, the students must have no outstanding debts or obligations to the College.

5. The review process will be fair and equitable and will respect the integrity of the professor-student relationship.

6. Under supervision, students can have access to any graded work that has not been returned and/or to their final exam. They can consult that work for a reasonable length of time in order to understand the grade assigned or to prepare for a formal reassessment.

7. Students who believe that their final grade, in whole or in part, has not been appropriately graded must first informally review their concerns with their professor within five (5) working days of their final grade being issued. Grades not questioned within this period will not be reviewed at a later date.

8. When a grade is not resolved with a professor, or when a student does not receive a response from a professor within five (5) working days of the request, students are to contact the Academic Administrator responsible for the course for help prior to launching a Formal Review.

9. Students who want a Formal Review of the overall final grade assigned or a component of the final grade must make a request to the Registrar within ten (10) working days of the final grade being issued.

10. A Formal Review consists of the overall final grade, or a component of the final grade, being reviewed by another professor with subject matter expertise. As a result of a Formal Review, the grade may remain the same, be raised or be lowered. The reassessed grade becomes the official grade. The revised grade is final and cannot be subsequently appealed.

11. If the review of the grade is not done or is not done in keeping with this policy, students can request an appeal under Policy AA19 Academic Appeal stating as grounds procedural error.

**PROCEDURE**

<table>
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<tr>
<th>Action</th>
<th>Responsibility</th>
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<tr>
<td>1. Informal Review : Review of a Final Grade</td>
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<tr>
<td>1.1 Meet in-person (teleconference or virtually when necessary), with the professor to request a review of the final grade or a component of the final grade, stating the reasons a higher grade should be awarded.</td>
<td>Student</td>
</tr>
<tr>
<td>1.2 Reassess the work within five (5) working days of receiving the request and inform the student of the results.</td>
<td>Professor</td>
</tr>
<tr>
<td>1.3 If the assigned final grade is changed as a result of the review,</td>
<td>Professor</td>
</tr>
</tbody>
</table>
submit a Student Academic Grade Change Form to the Academic Administrator (Appendix 1).

1.4 If the professor does not agree to review the work and does not provide a reason (s) for that decision, or does not respond to the student within five (5) working days, meet with the Academic Administrator to ask for help in resolving the issue.  

1.5 Within five (5) working days of receiving the student’s request, meet with the professor to review the original grade given to the student. If necessary, bring the professor and student together in-person (teleconference or virtually when necessary), to discuss and resolve the matter.

1.6 If the student does not accept the professor’s decision about the grade being given, proceed to a Formal Review.  

There are assignments that do not allow a reassessment, such as presentations or clinical performance. Disagreement with grades in these courses may proceed directly to Academic Appeal if discussion with the professor and Academic Administrator does not bring resolution. Students must state “Assignment that does not allow reassessment” as grounds for an appeal under Policy AA19 - Academic Appeal.

2. Formal Review: Reassessment of Work by Someone Other than Professor

2.1 If a student disagrees with the result of the informal review, apply in writing to the Registrar’s Office by completing a Review of Final Grades form (Appendix 3) within five (5) working days of receiving the results of the Informal Assessment. A fee per grade reviewed is charged. The fee will be refunded if the grade is changed in the student’s favour.  

2.2 With the submission, include specific and detailed reasons as to why the original grade was inappropriate, including any evidence from course outline, course notes, and textbooks.  

2.3 Review the request to determine if there are sufficient grounds to proceed to a formal review. If the request for a formal review is denied, inform the student, in writing, of the reasons. The student has the right to appeal that decision on the grounds of procedural error under Policy AA19 Academic Appeal within five (5) days of receipt of the decision, unless extenuating circumstances warrant an extension, as determined by the Associate Registrar or designate.

2.4 Within five (5) working days of accepting the request for a formal review, find a qualified person other than the original professor to reassess the grade. At the discretion of the administrator, a Review Committee of three (3) qualified
persons can be established to review the grade. If no other qualified professor is present in the College, another mechanism for review of the material will be arranged, including the use of an external assessor. In such cases, the timeline for the review may be extended.

2.5 Document the change in grade, if any, as a result of the Formal Review. Academic Administrator/Professor

2.6 If the results of the Formal Review change a final grade already issued, notify the Registrar’s Office within 24 hours using the “Formal Review of a Grade” form (Appendix 2). Academic Administrator

2.7 Inform the student in writing of the decision within three (3) working days of receiving notice of the results of the Formal Review. Registrar’s Office

2.8 Issue a revised transcript if the results of the review change the final grade and refund the fee if indicated. Registrar’s Office

SUPPORTING DOCUMENTATION
Appendix 1 Student Academic Grade Change Form
Appendix 2 Formal Review of a Grade Form

RELATED POLICIES
AA19 Academic Appeal
AA13 Evaluation of Student Learning

RELATED MATERIALS
None
AA37 Appendix 1: Student Academic Grade Change Form

ALGONQUIN COLLEGE

Formal Review of a 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 grade was ________ . The work was reviewed by (name and title of reviewer or Review Committee members listed below). The decision is that the final grade remains the same or be changed to ________.

<table>
<thead>
<tr>
<th>REVIEW COMMITTEE</th>
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<tr>
<td>NAME</td>
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Date Decision Forwarded to Registrar’s Office: ________________

Signature of Course Academic Manager: ____________________________