

Policy Number	4.5
Approval Body	Senate
Policy Officer	VP Academic + Provost
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4.5 STUDENT GRADE APPEAL

ENABLING LEGISLATION + LINKED POLICIES

University Act

Senate of a special purpose, teaching university

Section 35.2 (5) The senate of a special purpose, teaching university has the power and duty to do all of the following:

(j) set policies and procedures for appeals by students on academic matters and establish a final appeal tribunal for these appeals.

Emily Carr University of Art + Design Policies

2.5.1 Senate Appeals Committee

OBJECTIVE

The objective of this policy is to set out the process for considering grade appeals.

SCOPE

This policy applies to final course grades only.

POLICY

1. Emily Carr University of Art + Design (University) believes students have the right to be judged fairly in relation to their academic work, and as such have established the following process to enable consistency in review of student final grade appeals.

PROCESS

STEP 1: CONSULTATION WITH INSTRUCTOR

In all cases where a student has a disagreement with a grade assigned in a particular course, the student shall first discuss the matter with the instructor. If there has been a clerical or administrative error, or if after the discussion, the instructor wishes to change the grade for any other reason, the instructor will notify the Registrar's Office of the error or the change using a "Grade Change Form".

STEP 2: APPEAL TO THE DEAN

If there has been no error, and at the end of the discussion with the instructor the student wishes to appeal the decision of the instructor, the student must submit a written appeal to the Dean of the Faculty in which the course is

is taught. Where the Dean is the instructor in question, the Registrar will appoint an alternate Dean. The Dean may meet with both the faculty member and the student to see if a resolution of the disagreement can be mediated. At this stage, no new grade will be assigned without the instructor's agreement.

STEP 3: FINAL APPEAL TO APPEALS TRIBUNAL

If no resolution has been effected by the Dean to the satisfaction of the student, a student may appeal the initial decision of the instructor by following the procedure listed below:

1. A student wishing to appeal his or her grade must make a formal written appeal to the Registrar's Office within one (1) month of the mailing or issuing of the semester's end transcript. The student will use the grade appeal form available in Student Services.
2. The Registrar will contract the instructor for a written response to the student's appeal and will request any pertinent communication between the instructor and the class such as course outlines. The Registrar will convene the Appeals Tribunal and will supply the members with the end-of-term grade sheet and any other material from a student's file pertinent to the appeal.
3. The Tribunal may request the student and the faculty both to appear before the Tribunal or interview each separately.
4. The Tribunal will normally override an instructor's decision on a grade on three grounds:
 - (a) the instructor has not followed the grading outline for the course
 - (b) the course outline does not sufficiently set forth the grading criteria
 - (c) there is evidence that the grading is not consistent with others in the class
5. The Tribunal will not override an instructor's decision where the central issue of the student's appeal is a difference of opinion between the student and the instructor about the instructor's judgment or because of comparison between the grade the student is appealing and other grades the student has received from other instructors.

FINAL DECISION

Within the University, the Tribunal's decision is final and may not be further appealed.

APPEALS TRIBUNAL

1. The Appeals Tribunal operates under the Senate.
2. Membership includes:
 - Registrar
 - Vice President Academic
 - 2 students elected by and from the Senate Appeals Committee
 - 2 faculty members elected by and from the Senate Appeals Committee
3. The Chair of the Tribunal shall be the Registrar
4. The Tribunal's meetings shall be "in camera" except where an instructor or student is invited to be a particular part of the Tribunal's deliberations.
5. Actions by the Tribunal shall consist of one of two motions:

- (a) that the appeal be denied, or
- (b) that the appeal be sustained.

If the appeal is sustained, the Tribunal will ask the instructor to assign a new grade with a rationale. If the instructor does not wish to assign a new grade, the Tribunal will assign the new grade by majority vote. If the Tribunal is unable to reach a decision on the grade to be assigned, an independent assessor may be invited to review and grade the coursework.

POLICY SUPPORTS

4.5.1 Final Grade Appeal Form