

### **APPEAL OF A FAILING GRADE FOR WRITTEN ASSIGNMENTS**

Instructors will provide a complete list of assignments and criteria for evaluation at the outset of each course. Expectations for framing of written assignments will be provided in writing either at the outset of the course or at a point during the course which allows sufficient time for students' planning.

Instructors will grade written assignments in timely manner and will make the grade available to students.

In the event that an instructor finds it necessary to assign a failing grade for an assignment in an IMY course, he or she shall notify the student in writing as soon as possible following the completion of the assignment.

This notification shall include a rationale for the failing grade, and, at the discretion of the instructor, suggestions as to how the student might make up the failed assignment.

Should the student disagree with the correctness of the rationale given, he or she may request that the instructor review the failing grade. This request, which must precede any other reviews, will normally be made in person. The student will be prepared to present to the instructor rationale for a review of the grade. The instructor will communicate with the student within a week of the interview\* indicating whether or not a new grade has been assigned.

Students who are dissatisfied with the results of this review have the right to request that an outside evaluator review the grade for the assignment. This request shall be made in writing with the student providing justification as to why he/she believes that the assigned grade is unjustified. This request shall be given to the Director of the MST and copied to the instructor of the course within 48 hours of the receipt of the results of the review by the instructor.

In the instance of the receipt of such a request, the Director of the MST shall consult with the instructor and with the Principal of the student's college. In the event that the instructor is also the student's Principal or the Director of the MST, the Director shall consult with two other colleagues, either Principals or Directors of Studies from the MST, one of whom shall agree to perform the duties of the Director in this matter, if the instructor occupies that position. Together they shall identify a colleague or instructor in a similar discipline of whom a request for review can be made. The Director shall then contact and forward to the outside evaluator a copy of:

- i) the course syllabus and all additional guidelines or parameters for assignments;
- ii) the assignments for which a failing grade has been given.

The independent evaluator shall return the assignment within two weeks with a grade and comments to the Director of the MST, who will advise the student and the instructor of the results of the review. The grade given by the outside evaluator shall stand as the grade for the assignment. This grade may not be appealed.

\*All time frames for the review may need to be adjusted to accommodate the end of the year.

*- adopted by Program Committee Oct. 7, 02; revised by Academic Council April 23, 03*