UNIVERSITY OF THE FRASER VALLEY

PROCEDURES

Effective Date	2026-02-13
Next Review Date	2031-02-13

FINAL GRADE APPEAL PROCEDURES

Responsible Department	Student Rights and Responsibilities Office (SRRO), Academic departments and schools
Responsible Executive	Provost and Vice-President, Academic and Vice President Students
Related policy	Final Grade Appeals (217)

DEFINITIONS

Business day: A day from Monday to Friday when the University of the Fraser Valley (UFV) is officially open to the public.

Respondent: The party who responds to an appeal.

Senate Governance Committee for Student Appeals: This committee, designated by Senate, has responsibility for the creation of impartial tribunals to hear student appeals and for the determination of all procedures relating to the conduct of such tribunals.

Semester: A period of study lasting approximately four (4) months that usually commences in September, January or May.

Session: A period of study lasting approximately two (2) months (half a semester).

Student: Any person who was enrolled in a course(s) at the university during the teaching semester for which a final grade was assigned.

See the Final Grade Appeals policy (217) for other definitions.

REGULATIONS

1. Appeal of the Final Grade

Students may not appeal marks for individual items of work inclusive of examinations quizzes, projects, assignments, practicums, or field work assessments, however, the grading of individual course components may be addressed in the rationale for an appeal of the final grade Where students have concerns about a mark for an individual item of work, they are encouraged to discuss the matter with their instructor and to document the reason for concern.

1.1. Consultation with Instructor

1.1.1. When a student disagrees with a final grade assigned in a particular course, the student shall first discuss the matter with the instructor. The purpose of the discussion is to clarify how the grade was determined, to ensure all components were received and graded, to review the evaluation of the course components, to check that the grade calculations were done correctly, and to explore any opportunities from remediation and resolution.

1.1.2. The dean responsible for the course may make an exception to the requirement to

consult with the instructor in exceptional circumstances where the student is alleging discrimination or harassment by the instructor under policy 18, Discrimination, Bullying and Harassment Prevention. In such a case, the student should contact the dean directly to discuss their options.

1.1.3. Where the instructor is no longer employed by UFV or does not respond, or where the discussion with the instructor has been waived by the dean, the department head or school director will provide, to the best of his or her ability, a response in the respondent's stead. The student may contact the SRRO for advice if they are unable to reach their instructor.

1.1.4. If there has been a clerical or administrative error, or if after the discussion the instructor (or the department head or director when responding in lieu of the instructor) wishes to change the grade for any other reason, they may change the grade in accordance with the Grade Reporting policy (109). Disputes regarding errors in calculation may be addressed with the department head or director and should not normally require a grade appeal.

2. Initiation of a formal appeal

2.1. If the student wishes to appeal the decision of the instructor following consultation in step 1.1, the student must submit a Final Grade Appeal form, along with the grounds upon which they are appealing and any additional documents or other evidence (e.g. assignments, exams, course syllabus, request for accommodations for special needs, etc.) to support the appeal, to the SRRO within 20 business days from the day the student has access to the assigned final grade. Appeals will not be accepted by the SRRO after that date, except when an extension is granted at the discretion of the SRRO on the basis of extraordinary circumstances.

2.2. Upon receipt of the Final Grade Appeal form, the Executive Director, Student Academic Affairs or designate will determine whether or not the appeal falls within the scope of this policy and whether it contains grounds as outlined in policy. If it does, the instructor will be contacted within three (3) business days to provide further information which addresses the specific grounds for the appeal as stated by the student, the grading scheme, and the student's work and grades on each component of the course.

2.3. Within ten (10) business days of receipt of the request, the instructor shall provide the SRRO a written response to the appeal, including all available assignments, exams, exam keys, the course syllabus, and the final mark determination scheme related to the course work being re-evaluated. Where the respondent is no longer employed by UFV, or is not able to respond, the Department Head or School Director will provide, to the best of his or her ability, a response in the respondent's stead.

2.4. Within three (3) business days after receipt of the response to the grade appeal, the SRRO will forward all appeal information to the administrator responsible for processing the appeal under policy 217.

2.5. Where the administrator is the instructor in question, the Executive Director, Student Academic Affairs or designate will appoint an alternate dean.

3. Resolution of the appeal

3.1. The administrator, as established in Policy 217, Regulations section, may attempt a facilitated resolution meeting with the student and/or the instructor. The matter may be resolved with or without change to the final grade by agreement at the resolution meeting. Any resolution

agreed upon during the resolution meeting will be documented with a letter to the student, the instructor and the SRRO.

3.2. Should no informal resolution be reached during a resolution meeting, the administrator will form a Final Grade Appeals Committee consisting of at least two instructors who did not teach the course to the student who has requested the appeal. At least one instructor with expertise in the discipline or related discipline should be appointed. The administrator may appoint external faculty for the appeal, if viewed as necessary for an impartial hearing.

3.3. The student's identity will be protected when the appeal is referred to the committee.

3.4. The Final Grade Appeals Committee will review the grade and materials used to determine the grade and, where the Final Grade Appeals Committee deems appropriate, meet with the instructor and student, provided the student waives the right to have their identity protected. The committee members may reassess some or all of the student's work, depending on the grounds for the appeal. If so, they will conduct their reassessments independently and provide an individual report with the reasons for their decision and the grade they recommend. Where a component cannot accurately be evaluated using these procedures, such as a lab or practicum, the dean will determine a reasonable review alternative. 1.3.5 The Final Grade Appeals Committee will arrive at a decision within 15 business days of the administrator's receipt of the appeal package. The decision shall be submitted in writing to the administrator.

3.5. In the event of a disagreement between two evaluators, the administrator may add an additional evaluator or administrator to the committee; otherwise, the designated administrator would automatically become a member of the committee.

3.6. The administrator will provide the outcome of the grade appeal, including the reason for the grade change, if applicable, to the student, the instructor and the SRRO. The final grade may be raised, lowered or left unchanged.

4. Appeal of the Final Grade Appeal Process

4.1. Students may appeal the decision of the Final Grade Appeal Committee only on the basis of alleged unfairness or bias in the process of the final grade appeal. Disagreement with the decision is not considered grounds for further appeal.

4.2. A student must submit a Request for an Appeal Hearing with the Senate Governance Committee for Student Appeals form, available on the UFV website, including a rationale for consideration, to the SRRO within 15 business days of receiving the decision of the Final Grade Appeal Committee.

4.3. The SRRO will forward the request for an appeal hearing to the chair of the Senate Governance Committee for Student Appeals within 3 business days.

4.4. The request will be considered under the Senate Governance Committee for Student Appeals intake and hearing procedures (see Appendices for links).

4.5. The decision of the Senate Governance Committee for Student Appeals will be final.

4.6. The Senate Governance Committee for Student Appeals will notify the student, the instructor, and the SRRO of the final decision.

5. General

All timelines are guidelines only, with the exception of the deadline for the student to initiate an appeal. Parties should attempt to comply with such time frames, however, failure to do so shall in no way nullify the process unless the delay is unreasonable and prejudicial.

APPENDICES

Senate Governance Committee Appeals intake procedures at
https://www.ufv.ca/media/assets/senate/senate-governance-committee/Terms-of-Reference---Appeal-Intake-Cmte,-Panel.pdf

Senate Governance Committee Appeals hearing procedures at
https://www.ufv.ca/media/assets/senate/senate-governance-committee/HearingProcedures_AppealTribunal.pdf