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| ALGONQUIN COLLEGE DIRECTIVE | NO. OF PAGES 3 | DIRECTIVE NO. E24 |
| | ORIGINATOR Registrar | |
| | APPROVED BY ASMC | |
| TITLE REVIEW OF FINAL GRADES | EFFECTIVE DATE 2004.06.09 | REPLACES 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

Name: _____ Student No.: _____

Program: _____ Level: _____

Program Number: _____ Term: _____

Are you a potential graduate this term: Yes No

**Outcome of Review
To be Completed by Dept.**

| Review of Final Grade in: | | | | | New Grade Assigned? | | If yes, enter New Assigned Grade |
|---------------------------|-----------------|-------------|--------------|-------------|--------------------------|--------------------------|----------------------------------|
| Course No. | Indicate Day/CE | Section No. | Course Title | Grade Rec'd | Yes | No | |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Documentation to express your reasons for this review should be supplied and attached to this form.

Student Signature

Date

Remarks: _____

Signature of Chair

Date

For Registrar's Office Use Only:

| | | | |
|-----------------------------|---------------------------|---------------------|----------------------|
| \$ _____ | Receipt No. _____ | Date _____ | R.O. Signature _____ |
| Date sent to Dept. _____ | Date due from Dept. _____ | Date Received _____ | |
| Date Student Notified _____ | Yes [] No [] | | R.O. Signature _____ |
| | Refund Actioned _____ | | |

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SUMMARY PROCESS FOR THE REVIEW OF FINAL GRADES DIRECTIVE E24

Before initializing the Final Grade Review process, the student should discuss his or her grades with the professor. If no resolution is reached, the student who is in good standing with the College, may proceed with the review process as defined below:

- Submit a written request for a review of final grade(s) to the Registrar's Office, within ten (10) working days of issuance of the transcript.
- The review must outline the reasons why a formal review is desired (documentation with pertinent information may be attached).
- A twenty-five dollar (\$25.00) fee **per** grade review will be levied (this fee is refunded if the grade is changed in the student's favour).

The Registrar's Office will forward this review request to the appropriate Chair responsible for the student's program and keep a copy in the pending file.

The appropriate Chair will establish a Review Committee to meet within five (5) working days of receipt of the request.

The Review Committee will communicate its decisions on the form in writing to the Chair within 24 hours of the review.

Within 24 hours, the Chair will notify the Registrar's Office of the outcome.

Within three (3) working days, Registrar's Office will communicate this outcome in writing to the student. If the outcome is in the student's favour, the Registrar's Office will issue a new transcript and request a refund for the student, as required.