

Policy Name: Reappraisal of Grades
Approving Authority: Academic Council

Policy # AA-010
Approval Date: 5/28/2024
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Statement

The Reappraisal of Grades Policy of Yorkville University ("Yorkville" or the "University") supports a fair and transparent process for students' requests for an additional assessment of graded work. The Academic Council will review this policy every five (5) years.

Purpose

The purpose of this policy is to ensure students have an established process for requesting an additional review of graded work.

Roles and Responsibilities

The implementation of this policy lies with the Vice President of Academics and academic faculty. The Vice President of Academics has oversight. Responsibility.

Policy

A student who believes a piece of graded work (term paper, essay, case study, test, etc.) has been unfairly graded may request a reappraisal as follows:

1. The student shall discuss the work with the instructor within ten (10) business days of being notified of the mark or of the item's return to the class.
2. If not satisfied, the student shall take the matter to the head of the department offering the course within two (2) business days of receiving the instructor's decision. The head of department will arrange for a reappraisal of the work within the next ten (10) business days.
3. The reappraisal will only be considered if the student provides a detailed rationale outlining where an error is suspected and why.
4. Students in units without a departmental structure should take the matter to the Dean or designate of the faculty offering the course.
5. The result of that reappraisal will be given to the student in writing, along with information on how to appeal the reappraisal.

The reappraisal of graded work may cause the grade to be raised, lowered, or to remain the same. Students should be aware that the reappraised grade will be the final grade assigned for the module work, regardless of whether it is higher, lower, or the same as the original grade. Unfavourable decisions may be appealed to the Appeals Committee.

There is no limit to the number of pieces of graded work that a student may request for reappraisal. However, a single piece of work may only be reappraised once.

Related Policies and Documents

AA-004 Student Corrective Action Policy
AA-011 Grading and Scholastic Requirements Policy
AA-012 Appeals Committee TOR