



Schulich School of Engineering Reappraisal of Graded Term Work and Academic Assessments Policy

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<p>Approval Authority Schulich School of Engineering Faculty Council</p>	
<p>Implementation Authority Dean, Schulich School of Engineering</p>	
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- 1 Purpose and Scope**
- 1.1** The purpose of this Policy is to create an SSE process by which a Student can request and obtain a Reappraisal of Graded Term Work or Academic Assessment as per Section I. *Reappraisal of Graded Term Work and Academic Assessments (final grades)* in the [University Calendar](#).
 - 1.2** This Policy applies to all Students in the SSE at the University of Calgary.
 - 1.3** SSE will ensure adherence to this Policy.

- 2 Definitions**
- 2.1** In this policy:
 - a) “Academic Assessment” means the determination of a Student’s final level of achievement in a specific course or graduate Student milestone, and includes: grades, credit or fail designations, and, if specified in a course outline, assessments of all aspects of professional behavior. See Section I.3 “Reappraisal of Academic Assessments” in the [University Calendar](#).
 - b) “Approval Authority” means the office or officer responsible for approving SSE policies and procedures.
 - c) “Business Days” means days that the University is open for business, excluding weekends, holiday closures and other types of closures.



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- d) “Department” means the relevant academic department with the SSE.
- e) “Department Head” refers to an individual who leads an academic department within the SSE.
- f) “Graded Term Work” refers to graded term work (term paper, essay, test, etc.) as described in Section I.2 “Reappraisal of Graded Term Work” of the [University of Calgary Calendar](#).
- g) “Implementation Authority” means the office and officer responsible for implementing SSE policies and procedures.
- h) “Reappraisal” means the process of regrading a Student’s Graded Term Work or Academic Assessment by someone other than the course instructor when there is an alleged error in the original grade.
- i) “SSE” means the Schulich School of Engineering at the University of Calgary.
- j) “Student” means an individual who is registered in a course in the SSE and who seeks a reappraisal.

**3 When Reappraisals
Cannot be Sought**

- 3.1** Students cannot seek reappraisals in the following circumstances:
- a) Where the Student submitted their request for a reappraisal after the deadline as outlined in this Policy;
 - b) Where a Student failed to transcribe responses correctly on an examination paper or optical score sheet;
 - c) For illness leading up to or during an assessment (instead the student should refer to the University’s Policy on deferrals);
 - d) For extenuating circumstances;
 - e) For technical difficulties encountered during an online exam;
 - f) Mere disagreement or dissatisfaction with the grade, assessment, or evaluation; or
 - g) The numerical calculation being close to the next letter grade.
 - h) When the grade has been received as a result of a finding of academic misconduct

**4 Process for
Reappraisal of
Graded Term Work**

- 4.1** If a Student wishes to request a reappraisal, and they do not have a copy of the Graded Term Work, they must immediately request a copy from the instructor. In the case where the Graded Term Work is not provided to the Student, then the



Student must immediately set up a meeting with the instructor to view the Graded Term Work.

- 4.2** Upon receipt of the Graded Term Work, the first step in the Reappraisal process is to have a discussion with the course instructor. A Student must request a discussion with the instructor no later than ten (10) Business Days from the receipt of or the viewing of the Graded Term Work. This discussion serves as an opportunity for:
- a) The Student to explain the rationale for challenging the grade;
 - b) The Student to indicate their desired outcome(s); and
 - c) The instructor to provide additional feedback to the Student and to elaborate on the rationale and criteria used in assessing the Graded Term Work.
- 4.3** If the student disagrees with the outcome of the discussion, or that the discussion was not granted by the course instructor, they can proceed to the next step of the reappraisal process of the Graded Term Work as follows:
- a) The Student can submit the Reappraisal of Graded Term Work Form by email to the Department where the course is offered.
 - i. This request must be submitted no later than two (2) Business Days from the discussion with the course instructor and must (if available) include a copy of the Graded Term Work at issue.
 - ii. On the Reappraisal of Graded Term Work Form, the Student must include a detailed description of the reasons and rationale for seeking the Reappraisal.
 - b) Upon receipt of a Student's Reappraisal of Graded Term Work Form, the Department Head can:
 - i. dismiss the request for a Reappraisal for i) being submitted past the deadline; ii) falling within one of the reasons outlined in section 3.1; or iii) lacking merit;
 - ii. communicate with the course instructor to seek context regarding the awarded grade, request all materials used in the evaluation process, including the course outline and the grading rubric, where available;
 - iii. conduct the Reappraisal if they have the required expertise; or
 - iv. forward the Graded Term Work to another member of the Department other than the course instructor to conduct an independent Reappraisal. This allows for an impartial



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reappraisal to be conducted by a faculty member with the necessary expertise to inform the Department Head's decision.

- c) The outcome of the request for a Reappraisal will normally be recorded on the Reappraisal of Graded Term Work Form. The completed form should be sent by the Department Head to the Student and the course Instructor within ten (10) Business Days of receipt of the Reappraisal of Graded Term Work Form from the student. The outcome should contain the following information:
- i. a summary of the assignment and its deliverables, as it was described in the course material, as well as the grading rubric, where applicable;
 - ii. a summary of their evaluation methods or processes used to conduct the Independent Reappraisal;
 - iii. a summary of the Student's rationale for requesting the Reappraisal;
 - iv. the assessed grade for the reappraised Graded Term Work; and
 - v. a summary of their rationale for the scoring.

**5 Process for
Reappraisal of an
Academic
Assessment**

- 5.1** The process outlined in [Section I.3 of the University Calendar](#) must be followed for the Reappraisal of an Academic Assessment.
- 5.2** If the student wishes to request a reappraisal of an Academic Assessment:
- a) They must request a copy from the instructor or the Engineering Student Centre (ENC 205 or email: enginfo@ucalgary.ca).
 - b) Upon receipt of the Academic Assessment, the student may choose to first review the assessment with the course instructor, but this is not mandatory. Refer to Section I.3 "Reappraisal of Academic Assessments" of the University Calendar for deadlines.
- 5.3** If the student disagrees with the outcome of the review of the Academic Assessment with the course instructor, or does not have a review with the course instructor, they can proceed to the next step of the reappraisal process for Academic Assessments, and must follow the process outlined in Section I.3 of the University Calendar. In particular:
- a) The student shall submit their reappraisals via "My Service Requests" on their Student Center. Student must indicate exactly what error was made in marking the final assessment and/or in computing the final grade. The reappraisal will only be considered if the student provides a detailed rationale that outlines where and for what reason a grading error is suspected.



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b) The deadlines for submitting the Reappraisal of Final Grade Form to the Registrar are outlined in [Section I.3 of the University Calendar](#).

5.4 Upon receipt of the Student's Reappraisal of Final Grade form from the Registrar, the Department Head can:

- a) dismiss the request for a Reappraisal request for i) being submitted past the deadline; ii) falling within one of the reasons outlined in Section 3.1; or iii) lacking merit;
- b) communicate with the course instructor to seek context regarding the awarded grade, request all materials used in the evaluation process, including the course outline and the grading rubric, where available;
- c) conduct the Reappraisal if they have the required expertise;
- d) forward the final grade form and the academic assessment to another member of the Department other than the course instructor to conduct the independent Reappraisal. This allows for an impartial reappraisal to be conducted by a faculty member with the necessary expertise to inform the Department Head's decision.
- e) The Department will return the Reappraisal of Final Grade Form to the Registrar after filling out the outcome section with clear reasons in support of their decision.

5.5 The Registrar is responsible for communicating the outcome of the Reappraisal of the Academic Assessment to the Student.

**6 Guiding Principles
When Conducting
Reappraisals**

- 6.1** Reappraisals will be conducted by someone who has previously taught the course and/or is familiar with the subject matter.
- 6.2** If the Department Head requests an independent Reappraisal be done by someone other than themselves, no personal identifying information of the Student shall be disclosed to the person conducting the independent Reappraisal.
- 6.3** The Department will also communicate the result of the Reappraisal to the course instructor.

7 Outcomes

- 7.1** The reappraisal may result in the Student's grade increasing, decreasing, or remaining the same.



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8 Appeal Process

A Student can appeal the outcome of a Reappraisal to the SSE Faculty Appeals Committee in accordance with the [SSE Graded Term Work and Academic Assessment Appeals Procedure](#).

9 History

Approved: September 16, 2021

Effective: September 17, 2021