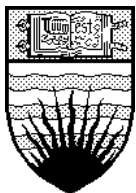


# THE UNIVERSITY OF BRITISH COLUMBIA



## SENATE POLICY: V-104

VANCOUVER SENATE  
c/o Enrolment Services  
2016 - 1874 East Mall  
Vancouver, B.C. Canada V6T 1Z1

### Number & Title

V-104: *Review of Assigned Standing in a Course*

### Effective Date:

1 September 2017

### Approval Date:

19 April 2017

### Review Date:

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *responsible committee*.

### Responsible Committee:

Academic Policy

### Authority:

*University Act, S. 37(1)*

*“The academic governance of the university is vested in the senate and it has the following powers:*

*...(d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations.”*

*S. 40*

*A faculty has the following powers and duties:*

*...(f) subject to the approval of the senate, to appoint for the examinations in each faculty examiners, who, subject to an appeal to the senate, must conduct examinations and determine the results;*

*(g) to deal with and, subject to an appeal to the senate, to decide on all applications and memorials by students and others in connection with their respective faculties;*

*(h) generally, to deal with all matters assigned to it by the board or the senate.*

### **Purpose and Goals:**

This policy is designed to:

- 1) establish a process for the academic review of assigned standings within academic units that is distinct from the procedural review conducted under a Senate appeal on Academic Standing; and,
- 2) provide a final academic judgment by the University for a student's assigned standing in a course.

### **Applicability:**

This policy is applicable to all courses of instruction offered for academic credit by *academic units* of the Vancouver Campus of the University.

### **Exclusions:**

This policy does not apply to graduate-level theses and doctoral dissertations.

### **Definitions:**

For the purposes of this policy:

- *Academic unit* shall mean a faculty, college, school, department, institute or centre.

- *Assigned standing* shall mean the academic evaluation of the *student's* performance in a course as indicated on a *student's* transcript of academic record.

- *Course* shall mean course of instruction.

- *Eligible material* shall mean a component of a course evaluated as part of a *student's assigned standing* that is available to the *reviewer* in its originally submitted and marked form and as defined in this policy.

- *Head* shall mean the dean of a faculty; principal of a college; director of a school, institute or centre; or head of a department.

- *Review of Assigned Standing* shall mean a process specified in this policy.

- *Reviewer* shall mean the person appointed under this policy to evaluate and grade the *eligible material*.

**Policy:**

- 1) A student may apply for a *Review of Assigned Standing* if he or she believes that some or all of the *eligible material* evaluated in contribution to their *assigned standing* in a course has been incorrectly evaluated or graded.
- 2) A *Review of Assigned Standing* may only be applied for once a student has been given an *assigned standing* in the course in question.
- 3) To request a *Review of Assigned Standing*, a student must submit the required form, payment and – if returned to the student – the *eligible material* to be reviewed. If a student wishes for *eligible material* retained by the University to be reviewed, they must clearly state which material they wish to be reviewed on the form provided.
- 4) The Registrar shall set submission deadlines and format specifications for requests for *Reviews of Assigned Standings* under the procedures for this policy.
- 5) The instructor(s) assigned to teach each course by the responsible *academic unit* are normally examiners for their respective courses; however, the *reviewer* appointed under this policy shall be the examiner for determining the results of evaluations of *eligible material* under review through this policy.
- 6) To be considered *eligible material*, the component must have been submitted for evaluation in a physical or stored DIgital format; components of an *assigned standing* that are intangible - such as but not limited to - live performances, live presentations, practicum assessments, or participation marks are not *eligible material*.
- 7) The *head* of the *academic unit* responsible for teaching the course will select as the *reviewer* a member of the University's teaching staff with sufficient expertise in the subject matter who did not participate in the original evaluation of the *eligible material*, provided:
  - a. Where no such member of the teaching staff is available, the head shall engage a member of the teaching staff from another campus of the University or from another recognized institution to be the *reviewer*;
  - b. Should the head of the *academic unit* have participated in the original evaluation, the next-most senior academic administrator in the *academic unit* as determined by the Registrar (normally an associate dean, director or head), shall select the *reviewer*.
  - c. If more than one *academic unit* is responsible for teaching the course, the Registrar shall determine one of those academic units to be considered to be responsible for the course under this policy. Normally, this will be the

*academic unit* where the principal course instructor has his or her primary appointment.

- 8) Although *reviewers* will be informed of the nature of the review requested by a student, all evaluated content on the *eligible material* is subject to review.
- 9) *Reviewers* are to be provided by the head of the *academic unit* with any materials used by the original examiners in their determination, including any answer keys, marking rubrics, or the like.
- 10) A *Review of Assigned Standing* is undertaken by the *academic unit* responsible for teaching a course to determine whether a student's performance in that course was correctly evaluated. The student's assigned standing may be adjusted positively or negatively as a result of the review, or it may remain the same. The result of such a review is the final academic evaluation of a student's performance in a course.
- 11) The *academic unit* will submit the written results of the review of the *eligible material* to Enrolment Services within 45 calendar days from the receipt of the application, at which time the results will be made available to the student.
- 12) The fee for *Reviews of Assigned Standing* shall be established in accordance with the policies and resolutions of the Board of Governors and this fee will be refunded to the student if their *assigned standing* is raised as a result of the review.

### **Calendar Statement:**

#### **Review of Assigned Standing in a Course**

A student's assigned standing in a course is determined by a course instructor in accordance with the grading scheme indicated in the course syllabus, and may take the form of a final grade (e.g., 75%), or one of the other standings assigned by the University (e.g., pass/fail). See [Grading Practices](#) for more information about grades and other assigned standings.

A student who disagrees with their assigned standing is encouraged to first discuss the matter informally with the instructor(s) of the course, when possible. If necessary, the instructor may, at his or her discretion should he or she believe the original assigned standing was in error, change the standing by submitting a change to academic record form.

If the matter remains unresolved following the initial conversation with the instructor and the student believes that some or all of the material contributing to the assigned standing has been incorrectly evaluated, the student may apply for a Review of Assigned Standing.

Each applicant for a review must state clearly why he or she believes the course deserves a grade higher than it received; pleas on compassionate grounds should not form part of this statement. Prospective applicants should remember that under Senate regulations instructors must re-examine all failing grades and indicate in their records that this has been done.

A Review of Assigned Standing is undertaken by the academic unit responsible for teaching a course to determine whether a student's performance in that course was correctly evaluated. The student's assigned standing may be adjusted positively or negatively as a result of the review, or it may remain the same. The result of such a review is the final academic evaluation of a student's performance in a course.

A Review of Assigned Standing is distinct from an Appeal on Academic Standing; the latter addresses procedural errors or irregularities as opposed to errors in assigning standings based upon academic judgment. For more information on an Appeal on Academic Standing, see the calendar entry at <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,53,0,0>

An applicant who has been granted a supplemental should prepare for the examination because the result of the review may not be available before the end of the supplemental examination period.

In applying for a Review of Assigned Standing, a student must submit the material to be reviewed in its original marked form, or if the material was not returned to the student, provide sufficient information for the academic unit to identify the assignment. Components of an Assigned Standing that are intangible such as – but not limited to - live performances, live presentations, practicum assessments, or participation are not eligible for a Review of Assigned Standing, nor are graduate-level theses and doctoral dissertations.

### **Application and Deadlines**

The application form for Review of Assigned Standing is available [here](#). Applications must be received by Enrolment Services by the latest of the applicable dates shown below:

Three weeks after a grade is first available on the Student Service Centre;  
X for Winter Session Term 1 courses;  
Y for Winter Session Term 2 courses and two-term Winter Session courses;  
Z for Summer Session Courses.

Where a deadline falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the following business day.

Despite the deadlines above, in the event of an instructor or faculty being late in submitting grades to the Student Information System (SIS) an application will be

accepted up to three (3) weeks after a grade is first available to the student on the Student Service Centre (SSC).

Completed application forms must be accompanied by the application fee for each course, which will be refunded only if the assigned standing is raised.

Applications will not be accepted for courses still in progress. Provisions for resubmission of individual pieces of marked work for correction of marking errors or omissions, where applicable, as well as for viewing marked examinations retained by the University are addressed in the Calendar entry on [Viewing Marked Work](#). A Review of Assigned Standing is a different process than a request for a deferred or supplemental examination.

### **Process for Academic Review and Communication of Results**

The head of academic unit responsible for teaching the course will select a faculty member as reviewer with sufficient expertise in the subject matter who did not participate in the original evaluation. Where no such person is available, the head shall arrange for a qualified external faculty member from another recognized institution to conduct the review. If the head participated in the original evaluation, then next-most senior academic administrator from the academic unit will select a reviewer.

The academic unit will submit to Enrolment Services the written results of the review within 45 calendar days from the receipt of the application by Enrolment Services, at which time the results will be made available to the student. If a student's standing is increased as a result of the review, any fee charged to the student for conducting the review will be refunded.

### **Consultations**

The Chair of the Senate Committee on Appeals of Academic Standing has been consulted in the development of this policy. The following individuals and groups have also been consulted during the development of this policy:

Enrolment Services  
Office of the University Counsel  
Deans of Faculties  
Provost's Office  
Ombudsperson for Students  
Alma Mater Society  
The Centre for Teaching & Learning Technology

### **History:**

The Review of Assigned Standing policy first appeared in the Academic Calendar in 1971/72.

**Related Policies:**

[Viewing Marked Work](#)  
[Grading Practices](#)  
[Appeals on Academic Standing](#)

**Appendix:**

There is no appendix to this policy.

**Procedures:**

- 1) As per Section 4:
  - a) Application deadlines for *Reviews of Assigned Standings* shall be the latest of the latest of the applicable dates shown below:
    - (i) Three weeks after a grade is first available on the Student Service Centre;
    - (ii) X for Winter Session Term 1 courses;
    - (iii) Y for Winter Session Term 2 courses and two-term Winter Session courses;
    - (iv) Z for Summer Session Courses.
  - b) The **form** (an updated version of the form will be developed collaboratively within Enrolment Services to reflect the policy language above once approved) shall be used for the submission of a *Review of Assigned Standing*.