

Grade Review and Academic Appeal Process

1

FORMAL REQUEST FOR A REASSESSMENT OF IN-COURSE WORK OR FINAL EXAM

- If unsatisfied with the preliminary steps, submit a formal request for Reassessment of In-Course Grade.
- Applicable to assignments or tests worth at least 20% of the final grade or significant discrepancies (at least 10% difference between earned and expected grade)
- Complete Request for Reassessment of In-Course Work or Final Exam Form
- Submit the form to Associate Dean responsible for the course.
- Deadline: Within ten (10) business days after receipt of graded work or release of grades.

SPEAK TO YOUR PROFESSOR AND/OR PROGRAM COORDINATOR

Discuss the grade concern with the faculty member. If unresolved, involve the Program Coordinator and the Associate Dean.

2

REEVALUATION PROCESS

- Associate Dean selects two professors for reevaluation.
- Original grade/marks by the course professor are obscured.
- Two assessors independently reevaluate the assignment/exam/paper.
- The average of the assessors' grades is used as the final grade.
- Final grade may stay the same, be lower, or higher than the original course grade.
- Deadline: Reassessment completed within twelve (12) business days from Grade Review submission, unless an extension is agreed upon.

3

FORMAL REQUEST FOR A REVIEW OF A FINAL COURSE GRADE:

- If not satisfied with the review of the final course grade with the professor and/or Program Coordinator, submit a written request to the Associate Dean.
- The request should be made by ten (10) business days after the end of the term or training period in which the course was offered.
- Use the Request for Review of a Final Grade Form.
- Deadline: Within ten (10) business days after the end of the term or training period.

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ASSOCIATE DEAN'S DECISION

- The Associate Dean provides a written decision within twelve (12) business days of receiving the request unless both parties agree to an extension.
- Within twelve (12) business days of receipt of the request unless an extension is agreed upon

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NOTES & INFORMATION

- Grade Reviews address concerns regarding grading for coursework, assignments, clinical placements, exams, and final course grades.
- Students must initiate Grade Reviews within ten (10) business days after receiving graded work or grades being released.
- Please refer to Humber's academic regulation for details <https://academic-regulations.humber.ca/2022-2023/18.0-GRADE-REVIEW-and-ACADEMIC-APPEAL>