

# Lassonde Grade Reappraisal Procedures

## Grade Reappraisal Principles

All Departments in Lassonde School of Engineering must comply with the [University Grade Reappraisal Principles](#)

- Students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty. Students are normally expected to first contact the course director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modelled, video recording or audio recording formats, but not oral work.
- Students should be aware that a request for a grade reappraisal may result in the original grade being raised, lowered, or confirmed.

## Rationale for Lassonde Procedure

Although grade reappraisal requests historically have been minimal, these procedures have been developed by the Lassonde Committee on Evaluations and Academic Standards (CEAS) to ensure and support congruent implementation of University Policy within Lassonde, such that the experiences of students across the School are consistent and the principles of procedural fairness are followed and upheld.

## Department Grade Reappraisal Procedure

If after review of the graded material with their course director, a student still believes they have academic grounds for a grade reappraisal, students can request a grade reappraisal via the department offering the course in accordance with the timelines outlined in the grade reappraisal principles.

**All academic units within Lassonde offering courses will use the following procedure:**

1. Departments shall make available, distribute, and use the Lassonde standardized form template for students requesting a grade reappraisal
2. Departments will establish an adhoc review panel or designate an existing department committee to be responsible for the department grade reappraisal process.

**An adhoc review panel was chosen.**



If Adhoc panel is chosen, it should be formed consisting of the Undergraduate Program Director (UPD) and one additional member (e.g., faculty, department staff, etc.).

**An existing department committee is desired**



If an existing department committee is desired, it should be comprised of a faculty member as a chair and at least one additional member. Designation can be reviewed on an annual basis.

3. The UPD or department committee chair must participate in annual training to be provided jointly by the CEAS and the Office of the Assistant Dean, Students which reviews and outlines the grade reappraisal process and procedures.
4. The department panel/committee will follow the grade reappraisal principles, CEAS department procedures, and utilize resources provided by the CEAS for decision-making and communication to students, making efforts to ensure a timely process is completed.
5. The department panel/committee will take notes of meetings and keep records for
  - a. 1-year after appeals are exhausted or abandoned
    - i. <https://crs.apps06.yorku.ca/record/140>
    - ii. <https://crs.apps06.yorku.ca/record/39>
6. Grade reappraisals will be reviewed by the panel/committee within 15 business days of submission.

**A grade reappraisal is granted within the department:**



- a. The UPD/committee chair will assign a neutral faculty member to conduct the reassessment of the work.
- b. Once reassessment is complete, the department panel/committee will communicate their findings to the student via decision letter
- c. It is expected that every effort will be made to render the decision within 30 days of the reviewer having received the work.

**A grade reappraisal is denied within the department:**



- a. The department panel/committee will communicate their findings to the student via decision letter and include decision rational and information on the appeal process
- b. A denied request by the panel/committee will be communicated to the student within 20 business days of submission

7. The UPD or department committee chair must participate in annual training to be provided jointly by the CEAS and the Office of the Assistant Dean, Students which reviews and outlines the grade reappraisal process and procedures.