

# THE UNIVERSITY OF BRITISH COLUMBIA | OKANAGAN



## OKANAGAN SENATE SECRETARIAT Enrolment Services Senate and Curriculum Services

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**October 27, 2010**

**To:** Okanagan Senate

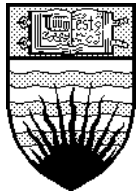
**From:** Academic Policy Committee

**Subject:** *Policy O-100: Review of Assigned Standing in a Course (approval)*

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The Academic Policy Committee is pleased to recommend the following to Senate:

*Motion:* That the Senate approve Policy O-100: Review of Assigned Standing in a Course.



# THE UNIVERSITY OF BRITISH COLUMBIA

## SENATE POLICY:

### O-100

DRAFT VERSION 1.5

#### **Number & Title**

O-100: *Review of Assigned Standing in a Course*

#### **Effective Date:**

Proposed for 01 September 2010

#### **Approval Date:**

Consideration anticipated October 2010

#### **Review Date:**

This policy shall be reviewed two (2) 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) To 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;

### **Applicability:**

This policy is applicable to all *UBC Okanagan* courses offered for academic credit.

### **Exclusions:**

None.

### **Definitions:**

For the purposes of this policy and in all other policies in which they are not otherwise defined:

- *Assigned standing* shall mean the final academic evaluation of the *student's* performance in a course issued by the course instructor(s) as indicated on a *student's* transcript of academic record.
- *Eligible material* shall mean a physical product that is submitted and evaluated as part of a *student's assigned standing* that is available to the reviewer in its original as-marked form, and does not include components of an *assigned standing* that are intangible such as a live performance, presentation, or class participation.
- *Review of Assigned Standing* shall mean a process specified in this policy.

### **Policy:**

- 1) A *student* may apply for a *Review of Assigned Standing* if he or she believes that some or all of the material evaluated in contribution to their *assigned standing* in a course has been incorrectly evaluated or graded.

- 2) 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 of the *eligible material*. Where no such faculty member is available, the head shall engage a suitable faculty member from another recognized institution to conduct the review.
- 3) The academic unit will submit the written results of the review of the *eligible material* within 30 calendar days from the receipt of the application, at which time the results will be made available to the student.
- 4) The *registrar* may set submission deadlines and format specifications for *Reviews of Assigned Standings* under the procedures for this policy.
- 5) Fees for *Reviews of Assigned Standing* may 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](#) [INSERT LINK] for more information about grades and other assigned standings. 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 or remain the same as a result of the review, and the result of such a review is the final academic evaluation of a student's performance in a course.

A student who is dissatisfied with their assigned standing is encouraged to first discuss the matter informally with the instructor(s) of the course, when possible. Should the matter remain unresolved 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.

To be eligible for review, the material in question must be a physical product that is submitted and evaluated as part of a student's assigned

standing that is available in its original as-marked form, and does not include components of an Assigned Standing that are intangible such as a live performance, presentation, or class participation.

### **Application and Deadlines**

The application form for Review of Assigned Standing is available at [INSERT URL]. Applications must be received by Enrolment Services by the following deadlines:

- 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 being late in submitting grades to the Student Information System (SIS) an application will be accepted at least 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 Examinations](#) [INSERT LINK]. A Review of Assigned Standing is a different process than a request for a deferred or supplemental examination. A Review of Assigned Standing is distinct from an Appeal of 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 [INSERT LINK].

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

The head of academic unit responsible for teaching the course will select a faculty member with sufficient expertise in the subject matter who did not participate in the original evaluation. Where no such person is available, an external faculty member from another institution shall conduct the review.

The academic unit will submit to Enrolment Services the written results of the review within 30 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 following individuals and groups had been consulted during the development of this policy:

- Enrolment Services
  - Records & Registration
  - Associate Registrar, UBC Okanagan
  - Registrar
- Office of the University Counsel
- Okanagan Faculties
- Vice-Principal and Provost, UBC Okanagan
- Associate Vice-President, Students, UBC Okanagan

### **History:**

This is the first version of this policy.

### **Related Policies:**

None.

### **Appendix:**

There is no appendix to this policy.

**Procedures:**

- 1) As per Section 5:
  - a. Application deadlines for *Reviews of Assigned Standings* shall be as follows
    - i. March 15 for preceding Winter Session Term 1 courses;
    - ii. July 15 for preceding Winter Session Term 2 courses and two-term Winter Session courses;
    - iii. October 15 for Summer Session Courses.
  - b. The attached form shall be used for the submission of a *Review of Assigned Standing*.