

# Report of the Academic Policy Review Committee (APRC)

## Draft Policy 162 : Grade Reassessment and Grade Recalculation

May 2018

### Background

The Academic Policy Review Committee is an ad hoc committee of AGPC. Its mandate is to review five academic policies and to make recommendations to AGPC, which may then make recommendations for policy revisions to Senate. The academic policies the APRC is reviewing are Policy 134: Undergraduate Academic Consideration and Appeals; Policy 135: Examinations; Policy 145: Undergraduate Course Management; Policy 151: YSGS Course Management; and Policy 152: Graduate Student Academic Consideration and Appeals.

This report presents a new draft policy on grade reassessment and grade recalculation for AGPC's review and potential recommendation to Senate. Draft Policy xxx: Grade Reassessment and Grade Recalculation, which is appended to this report, has been unanimously approved by the APRC.

Currently, the policies and procedures on undergraduate student and graduate student grade reassessment and grade recalculation reside respectively in (a) Policy 134: Undergraduate Academic Consideration and Appeals, and (b) Policy 152: Graduate Student Academic Consideration and Appeals. The APRC proposes a separate policy on grade reassessment and grade recalculation that applies to all full-time and part-time undergraduate, graduate and Chang School Continuing Education students enrolled in a course at Ryerson University.

There are distinct advantages to separating the policy on grade reassessment and grade recalculation from Policy 134 and Policy 152 and then combining the undergraduate and graduate student policies in these areas. First, a separate policy makes it clear to both students and instructors where to find information on Ryerson's policy and procedures for grade reassessment and grade recalculation. Second, separating the policy from the appeals policy should lessen a common misunderstanding among students that a request for a grade reassessment or grade recalculation follows the policies and procedures of a formal appeal, when in fact students may only submit an appeal, on the grounds of Procedural Error, if the reassessment or recalculation of a graded course component was not done in compliance with Policy 134 or Policy 152. Third, given the significant commonality between the graduate policy and its undergraduate counterpart, the proposed policy harmonizes the policies and procedures for undergraduate and graduate grade reassessment and grade recalculation.

### Consultation Process

The APRC consulted with a range of stakeholders when writing this draft policy. Associate deans on the APRC were asked to consult with faculty and students within their Faculties; CESAR and RSU APRC student reps and advocates were asked to consult within their constituencies; the designated resource persons to the APRC (e.g., the Ombudsperson) contributed their own feedback; and the AGPC was consulted on an earlier version of this policy.

Several concerns arose during these consultations. The most important revolved around ways to avoid confusion by ensuring that: (a) the policies and procedures for grade reassessment and grade recalculation are kept distinct, (b) the role of GAs/TAs is explicitly incorporated, and (c) the conditions and appropriate ground under which a formal grade or standing appeal can be requested are outlined; and (d) the Chair/Director's role in formal grade reassessments. A related concern was that the timelines associated with all aspects of the policy need to be specified. The APRC has tried to deal with all of these concerns.

### **Policy Features**

The distinguishing features of the draft policy in contrast to Policies 134 and 152 are as follows:

- 1) A definitions section has been added to provide definitions of key terms (e.g., graded course component; grade reassessment versus grade recalculation).
- 2) A new section makes explicit the principles governing the policy and its implementation. These are framed within the newly approved Senate Policy Framework.
- 3) The procedures for requesting a grade reassessment are outlined separately from the procedures for requesting a grade recalculation.
- 4) The role of GAs/TAs has been specified in both the procedures for requesting a grade reassessment and the procedures for requesting a grade recalculation.
- 5) The timelines for students in each step of the process have been specified and clarified.
- 6) The conditions under which students may request a formal grade and/or academic standing appeal and the appropriate ground for such an appeal (i.e., procedural error) have been clarified.
- 7) The role of the Chair/Director in a formal grade reassessment has been clarified.
- 8) The relevant individual authorized to submit a grade change resulting from a grade reassessment or a grade recalculation has been specified.

### **Recommendations**

- The APRC recommends that AGPC recommend to Senate the approval of the draft Grade Reassessment and Grade Recalculation policy, with an implementation date of Fall 2018.
- The APRC recommends that AGPC recommend to Senate the deletion of the grade reassessment and grade recalculation sections currently in Policy 134 and Policy 152 (as per the track changes noted in the attached policies). In the relevant sections of Policy 134 and Policy 152, it is recommended that a note be added, stating that this portion of

the policy has been retired and consolidated with its graduate (or undergraduate) counterpart, respectively, in a new policy.

- The APCR recommends additional minor revisions to Policy 134 to replace the word 'medical' with 'health' to be consistent with the new Ryerson Health Certificate that was launched in Fall 2017.

Respectfully submitted,

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