

Review of Assigned Standing: Policy and Procedure

UBC Okanagan Faculty of Creative and Critical Studies

POLICY

The [Academic Calendar](#) states:

Students who wish to protest decisions relating to their academic studies may do so. The protest should be made initially as near the source of difficulty as possible, presumably to an instructor, and progress to the head of the Department concerned and then to the Dean of the Faculty. There is a standing committee of the University Senate - the Committee on Appeals of Standing and Discipline - that reviews all appeals made to the Senate, the senior academic authority in the University.

Information about the UBC Okanagan Review of Assigned Standing policy can be found here: <https://okanagan.calendar.ubc.ca/campus-wide-policies-and-regulations/review-assigned-standing-course/overview>

PROCEDURE

1. Students who wish to appeal a final grade in a course or on an assignment/examination must first contact their course instructor to discuss. If for some reason the instructor is unavailable for consultation, or some other material reason prevents this step from taking place, the student must document these efforts or reasons.
2. If the student is unsatisfied with the outcome after communicating with the course instructor, the student can submit a request for a Review of Assigned Standing by submitting an application to [Enrolment Services](#).
3. Deadlines to submit an application are as follows:
 - a. March 15 for Winter Session term 1 courses;
 - b. July 15 for Winter Session Term 2 courses and two-term Winter Session courses;
 - c. October 15 for Summer Session courses.
4. After receiving the application, Enrolment Services will contact the Associate Dean, Undergraduate Studies.
5. The Associate Dean will contact the Head of the Department where the course is located:
 - a. CORH, CULT, DIHU, and ENGL: Department of English and Cultural Studies;
 - b. CHIN, FREN, GERM, JPST, KORN, LATN, SPAN, and WRLD: Department of Languages and World Literatures;
 - c. ARTH, CCS, CRWR, FILM, MDST, THTR, and VISA: Department of Creative Studies.
6. The Department Head will review the grade(s) received with the course instructor, ensuring that the instructor evaluations and grade calculations are both accurate and correlate with the course evaluation rubric.

7. The Department Head will work with the Associate Dean of Undergraduate Studies to arrange for a different instructor, with expertise in the subject area of the course, to review all of the written evaluations and assignments for the course, or to review the individual evaluation/assignment if only one grade has been appealed. The identity of the student will remain anonymous to the reviewer to ensure impartiality and the reviewer will not be aware of the student's current grades in the course.
8. The reviewer will assign a grade to each evaluation, following any rubrics used during the course. **Note that the reviewer will not reassess any oral presentations, live performances, or class participation.**
9. The new grade will stand as the final grade, whether it be higher or lower than the appealed grade.
10. If the student is unsatisfied with the Faculty Appeal Process, the student may choose to submit an appeal to the [University Senate](#).