

## Grade Appeals Policy

Classification:	Training Centre Policy
Responsible Authority:	Andrew Lowry Title: Training Coordinator
Executive Sponsor:	Andrew Lowry
Approval Authority:	Local 1946 Executive Committee
Date First Approved:	2025-03-05
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Date to Complete Mandatory Review:	

### Purpose

This Grade Appeals Policy provides a fair and transparent process for students to appeal their grades in the event they believe an error has occurred in the grading process. This policy aims to ensure that students have an avenue to address concerns regarding their grades and to uphold the integrity of the grading process at UBC Training Centres.

### Scope

This Grade Appeals Policy applies to all students enrolled at the Training Centre who wish to appeal their grades for any course or program offered by the Training Centre. The policy outlines the steps that students must follow to initiate and pursue a grade appeal, as well as the responsibilities of both the students and the Training Centre throughout the grade appeals process.

### Policy

The UBC Training Centre Grade Appeals Policy is designed to ensure that students have a fair and equitable process to address any concerns regarding their grades while maintaining the standards and integrity of the Training Centre's grading system.

### Grading Scale

1. Passing Grades :
  - a. 90-100 (A +)
  - b. 85-89 (A)
  - c. 80-84(A-)
    - i. An A+, A, or A- is earned by work which is technically superior, shows mastery of the subject matter and in the case of an A+ goes beyond course expectations.
  - d. 77-79 (B+)
  - e. 73-76 (B)
  - f. 70-72(B-)
    - i. A B+, B or B- is earned by work that indicates good comprehension of the course material, a good command of the skill needed to work within the course material and indicates an understanding and application of the course material.
  - g. 65-69 (C+)
  - h. 60-64 (C)

2. Failing Grades;
  - a. 0-59 (F)
    - i. An F is earned by work which after the completion of the course is inadequate of course credit towards their apprenticeship
  - b. WE
    - i. A WE is earned by a withdrawal under extenuating circumstances, the student has removed themselves from the class due to unexpected and uncontrollable circumstances that make it impossible for a student to complete the course.
  - c. EXP
    - i. An EXP is earned by the removal of a student from an training center course for failure to abide by policies and procedures and or student code of conduct.

### **Grounds for Appeal:**

A student may appeal a grade on the following grounds

1. Procedural errors in the grading process which could occur when there deviations, oversights or inconsistencies from prescribed procedures and standards intended to maintain fairness and accuracy in evaluating. Errors can include incorrect application of grading criteria, failure to follow established protocols, mishandling of student records or discrepancies in grade calculation or recording.
2. Demonstrable and significant deviation from the grading criteria. This can occur when there is clear evidence that the grading of student work does not align with the established criteria and standards set forth by the UBC Training Department. There must be tangible evidence or proof that a deviation from the grading criteria has occurred which can include discrepancies noted in the grading rubric, feedback provided to students or documented assessment guidelines that were not followed correctly. The deviation must be notable and impactful enough to affect the fairness and accuracy of the grading process. It implies that the assessment of student work significantly strays from what is expected or agreed upon in terms of how assignments, exams, or projects are evaluated. Examples of such could include
  - a. Misinterpretation of criteria which could occur when grading is based on factors not included in the rubric or criteria such as personal bias or unrelated standards.
  - b. Inconsistent application which can occur by applying different standards or criteria to different students or assignments within the same course, leading to unequal treatment.
  - c. Incorrect weighting which can occur when assigning incorrect weight to different components of an assessment resulting in inaccurate overall grade calculation.
  - d. Lack of transparency can occur when there is a failure to provide clear feedback or rationale for the assigned grades, making it difficult to understand how their work was evaluated.

### **Confidentiality:**

1. All information related to grade appeals will be treated with confidentiality, and only individuals directly involved in the appeal process will have access to the information.

## PROCEDURE

<b>Action</b>	<b>Responsibility</b>
<p>1. <b>Initiate Grade Appeal</b> To initiate a grade appeal, the student must submit a written appeal to the Training Coordinator within ten (10) business days of the grade being issued. The appeal should outline the grounds for the appeal and provide any supporting documentation or evidence.</p>	<b>Student/participant</b>
<p>2. <b>Review process</b> Upon receiving the appeal, a review panel consisting of a neutral instructor, Training Coordinator and Area Training Manager examine the appeal. Staff involved in the original grading process will not be involved in the review. If the review panel finds merit in the appeal, formal appeal meetings will be scheduled. The student and the faculty member responsible for the original grading can present their cases before the review panel.</p>	<b>Training coordinator/Area Training Manager</b>
<p>3. <b>Decision</b> Following the appeal meetings, the review panel will decide on the grade appeal. The decision will be communicated in writing to the student, outlining the rationale behind it.</p>	<b>Training coordinator/Area Training Manager</b>
<p>4. <b>Finality</b> The review panel's decision will be final and binding, and no further appeals will be considered</p>	<b>Training coordinator/Area Training Manager</b>

## RELATED POLICIES

Conflict of interest policy  
Dispute Resolution Policy  
Respectfulness policy

**Grades Appeal Form**

This form is to be used by students who are seeking to appeal a grade on a specific assessment and :

- Have been unable to resolve the grade appeal with the faculty who assigned the grade and;
- Are appealing an assessment that meets the eligibility criteria as listed in the *Grades Appeal Policy*

The student will submit this form, along with all appropriate supporting documentation to the training coordinator no later than five (5) days after the receipt of the instructors response.

Student Name:

Address:

Phone Number:

Email:

Program Name :

Trade Code:

Assessment being appealed :

Percentage of total grade assigned :

Instructor Name :

Please include a type written letter outlining the following ;

- A. A description of the basis for the grade appeal clearly describing the perceived error in grading;
- B. Actions taken to date, including details of the steps above, along with supporting documentation; and
- C. The outcome being sought.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date MM/DD/YYYY

Received by

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date MM/DD/YYYY