



THIS VERSION IS NO LONGER IN FORCE

SENATE BYLAW

Bylaw 54: Undergraduate Academic Evaluation Procedures

ADOPTED by Senate: 11 Feb 1974

AMENDED by Senate: 16 Jan 1976, 21 Sep 1977, 14 Dec 1978, 14 May 1981, 15 Oct 1981, 17 Mar 1983, 15 Dec 1983, 27 Sep 1984, 13 Dec 1984, 19 Sep 1985, 14 Nov 1985, 18 Jun 1986, 10 Jun 1987, 1 Dec 1987, 20 Oct 1988, 22 Sep 1989, 2 Nov 1989, 27 Jun 1990, 21 Apr 1994, 12 May 2004, 9 June 2005, 12 April 2006, 7 June 2006, 10 May 2007, 9 Dec 2009, 8 Feb 2013, 12 Apr 2013, 10 Apr 2015, 10 June 2016, 26 May 2017, 14 Dec 2018, 8 Feb 2019, 10 May 2019 (revised and renumbered from Bylaw 51), 08 Nov 2019, 13, Dec 2019.

AMENDED Due to Administrative/Organizational/Name Changes: 6 June 2014, 09 October 2015.

Definitions

In this Bylaw,

"Dean" shall mean "Dean or Designate" (with the exception of 2.21)

"Academic Administrative Unit (AAU) Head" shall mean the Head of a Department, the Director of a School, the Dean of an undepartmentalized Faculty.

"Instructor" shall mean the course instructor.

"Day" shall mean a normal business day for the University, unless specified as "calendar day".

"Final examination(s)" shall mean "any final testing procedure (written test, oral interview, essay, take home test, etc.) that takes place or falls due during the examination period.

"First-entry undergraduate programs" shall mean all undergraduate programs with the exception of undergraduate programs in Education and Law.

1 The following regulations apply to first-entry undergraduate programs

- 1.1 All courses shall have some type of non-optional, meaningful, final examination during the examination period.
- 1.2 Two to three-hour examination slots will normally be scheduled in the formal final examination periods in each semester for all courses which terminate in that semester. All final examinations shall take place (or fall due, as the case may be) during the two to three-hour final examination slot so scheduled. The actual duration of testing procedures during the scheduled final examination slot may be less than the scheduled time, at the discretion of the individual instructor.

If oral or other special types of examinations cannot be accommodated in the two to three-hour final examination slot, and satisfactory arrangements cannot be made with the course instructor, notice will be given to the Registrar by the AAU Head and special arrangements will be made.

- 1.3 The last seven calendar days prior to, and including, the last day of classes in each period of instruction of twelve (or greater) weeks in duration must be free from any procedures for which a mark will be assigned, including the submission of assignments such as essays, term papers, and take home examinations. Courses that are presented by a specialized teaching method, where the testing procedures are an integral part of the

instructional process, shall be exempt from this regulation subject to approval of the Dean of the Faculty in which the course is given.

- 1.3.1 In the case of periods of instruction of eight-eleven weeks in duration, clause 1.3 shall apply to the last four calendar days before the start of the examination period;
- 1.3.2 In the case of periods of instruction of six-seven weeks in duration, clause 1.3 shall apply to the last three calendar days before the start of the examination period;
- 1.3.3 In the case of periods of instruction of three-five weeks in duration, clause 1.3 shall apply to the last two calendar days before the start of the examination period.

1.4 It is left to each AAU to set the range of the weights of the final testing procedures.

2. The following regulations apply to all undergraduate programs

- 2.1 By the first day of each course, the Instructor must provide students with a course outline (hard copy or electronic) which includes precise information concerning the following:
 - 2.1.1 all procedures for determining the final grade in a course, including:
 - conversion of raw scores into the final grade;
 - "curving";
 - procedures in which students are evaluated by observers or supervisors rather than by written examinations or submitted assignments; and
 - types and formats of evaluations.
 - 2.1.2 the approximate dates for tests, handing in assignments, and all other activities (except unannounced quizzes), which will affect the final course grade, as well as the dates of the final examination period. (The anticipated release of the final examination schedule is given in Schedule A.)
 - 2.1.3 a statement that the Student Evaluation of Teaching forms will be administered, in accordance with Senate policy, in:
 - the last two weeks of classes for courses 12-24 weeks in duration
 - the last week of classes for courses 6-11 weeks in duration
 - the last two days of classes for courses of 5 or fewer weeks in duration
 - 2.1.4 the regulations concerning supplemental examination privileges which are in force in that Faculty.
 - 2.1.5 information regarding the use of plagiarism prevention software, in accordance with Senate policy.
 - 2.1.6 information regarding the University's percentage marking and grading scale in accordance with Senate policy.
 - 2.1.7 information on the last date to voluntarily withdraw from the course.
 - 2.1.8 information regarding the University's mental health resources.
 - 2.1.9 and any other matters mandated by University, Senate, or Faculty Policy.
- 2.2 Instructors may not alter the date of final examinations if scheduled and announced by the Registrar. All other final examinations may be scheduled only during the University's official examination period.

- 2.3 No forms of assessment shall be scheduled or made due on days identified as break days such as reading weeks, holidays, or days that the University is officially closed.
- 2.4 The procedures for the grading of class participation should be clearly stated to students in the written information specifying the procedures for the determination of final grades. When class participation is included in the final grade, the proportion of the marks awarded for class participation must be reasonable in all circumstances, and in all but exceptional instances, shall not amount to more than 20% of the final grade. In the case of courses where students are placed in field settings (such as practica, co-op placements, internships, clinical and field placements), where the basics of professional behaviour form a core component of the learning outcomes, attendance requirements may be imposed by the program area.

2.5 Other Evaluation Procedures

- 2.5.1 No student enrolled in a first-entry undergraduate program at the University of Windsor shall be required to complete a single evaluation procedure worth more than one half of their final course grade (50%) in any undergraduate course (with the exception of independent study/seminar/research/directed reading/capstone courses, and performance courses). Further, no final course mark should be based entirely on a single piece of work. However, if a student is unable to complete an evaluation procedure based on medical or compassionate grounds, the instructor shall have the option to add the portion of the evaluation procedure not completed to the value of the final evaluation procedure even if the result is that the final evaluation procedure is worth more than 50 percent.

Exemptions may be granted by the Dean of the Faculty in which the course is offered upon the presentation of significant evidence of the necessity of an evaluation procedure worth more than 50%.

With the exception of distance education courses, grading policies that effectively allow a single evaluation procedure to be worth the entire course (i.e., a student who fails this assignment fails the course, regardless of the total grade received for other assignments), are not permitted.

- 2.5.2 A student who has three or more final examinations scheduled or due in consecutive time slots over a 24-hour period or three or more final examinations scheduled or due in one calendar day may apply to have one of their examinations rescheduled on a supplemental examination day. The determination of which examination shall be rescheduled and the date of the supplemental examination (normally the last possible day of the examination period) shall be made by the Associate Vice-President, Student Experience. Where permission has been granted, instructors shall provide an alternate examination at the rescheduled time. Where other arrangements cannot be made, invigilation and administration of final examinations held on the supplemental examination day will be managed by the Office of the Registrar. Applications and notification of decisions shall be made in accordance with the deadlines listed in Appendix A.
- 2.5.3 A student who has three or more major in-term evaluations scheduled or due within a 24-hour period may apply, no later than the end of the first quarter of classes, to seek an appropriate accommodation (such as a due date modification, alternative assignment, or rescheduled test). Such a request shall not be unreasonably denied. In the case where the matter cannot be resolved between the instructor and the student, the final determination will rest with the Head of the Department offering the course, in consultation with the faculty member(s).
- 2.5.4 Unannounced or "spot" quizzes shall not individually count more than 2% and shall not in total contribute more than 5% to the final grade. Instructors must inform the class in writing at the beginning of the semester as to the number of spot quizzes which will occur during the semester and the value of each.

- 2.6 For first-entry undergraduate programs, instructors must provide meaningful feedback to students on their in-course performance, constituting a minimum 20% of the final grade, at least two (2) days prior to the voluntary withdrawal deadline. (see 2.15 below) Exemptions may be approved by the Dean of the Faculty offering the course, in which case the instructor shall provide a statement in the course syllabus explaining why the specific course is excluded.
- 2.7 Changes may be made to the course outline up until the end of the first two weeks of classes. A hard copy of the final version of the course outline must be submitted to the AAU Head by the end of the second week of classes. After the initial first two weeks of the course, the dates referred to in 2.1.2 may be altered only for a compelling pedagogical or administrative reason. In the event of such a change, students will receive advance notice of at least two calendar weeks. Notification of the precise dates for tests, handing in assignments, and all other activities (except unannounced quizzes), which will affect the final course grade, must be provided to students at least two calendar weeks prior to that date. The procedures for determining the final grade in a course may not be altered in any circumstance after the first two weeks of the course.
- 2.8 If a test or other evaluation procedure cannot be held at the scheduled time because of an emergency, the activity will automatically be rescheduled for the next regular class meeting.
- 2.9 In exceptional circumstances, where it is necessary for an Instructor to schedule a test outside of the regularly scheduled class time, appropriate alternative arrangements shall be made to accommodate students who have a class schedule conflict at that time or for whom the scheduled tests cause extraordinary hardship.
- 2.10 Courses or situations in which students are evaluated by observers or supervisors rather than by written examinations or submitted assignments would include, among others, field trips, field placements, internships, course participation, practica, and individual or group laboratory or performances. While the student may receive advice about progress in an assignment, a written evaluation of some kind shall be provided at an appropriate time or times during the semester. In courses that demand a major performance by a student and where a student's progress is measured by such a performance, an appropriate record should be made and preserved in the manner in which written examinations are preserved by the Instructor or AAU (See 2.12.2 below).
- 2.11 A student who believes that a provision of paragraphs 2.1 through 2.10 is being violated is encouraged to resolve the matter informally with the Instructor and/or the AAU Head. If the complaint is not resolved, the student may appeal to the Dean of the Faculty in which the course is offered. The Dean will investigate the complaint and, if a violation has occurred, the Instructor will take appropriate remedial action as determined by the Dean. Other matters regarding procedural irregularity are outlined in the sections on "Formal Appeal" in this Bylaw 54 and in Bylaw 32, Procedural Irregularities and Discrimination Regarding Academic Instruction, Evaluation and Appeals.
- 2.12 Unofficial final grades for a course shall be submitted to the Dean no later than seven calendar days after the final examination of the course has been written, except in the Faculty of Law. In cases where there is no examination slot, unofficial final grades shall be submitted to the Dean no later than seven calendar days after the close of the examination period. In the instance of December final examinations scheduled within the last seven calendar days before the University closes for December recess, unofficial grades shall be submitted no later than the second working day following the December recess.
- 2.12.1 Under no circumstances shall examinations, essays, lab exercises and other assignments be left in a public place.
- 2.12.2 Students have the right to review the instructor's marking/answer guide, when available, and to examine their final examination answer papers; such papers shall be made available in the Instructor's office or, where more appropriate, in the AAU office(s) or other university office(s), for a period of not less than twelve months. (It is understood that availability implies the student's right of access to the

answer paper, and may even include, in cases where it is obvious or the student confirms in writing that no appeal is contemplated and that the instructor does not desire that the paper be retained, return of the paper to the student before the expiration of the twelve-month holding period.)

- 2.13 In order to become official, all final grades shall be submitted by the instructor, through the AAU Head, to the Dean for authorization. The Dean shall review and assign official final grades and shall submit the grades to the Office of the Registrar.
- 2.14 Correction of grades may be initiated only by the Instructor, and requires the signature of the AAU Head and the Dean.
- 2.15 Students must withdraw from a course or courses within the withdrawal periods as indicated below. The withdrawal will be entered on the student's transcript as VW (Voluntary Withdrawal), which is defined as "Withdrawal in good standing. No academic credit".

Twelve-week course - within nine weeks of beginning of term. (Not including Reading Week)

Twenty-four week course - within four weeks of beginning of the second term.

Three-week course - within two weeks of beginning of session.

Six-week course - within four weeks of beginning of session.

Eight-week course - within five weeks of beginning of session.

For all other course lengths – two-thirds into the beginning of the session.

Students are not permitted to withdraw from a course or courses after the appropriate designated withdrawal period. After the voluntary withdrawal period for a course, students remain registered and will be assigned grades as appropriate.

The student who wishes to drop a course or courses after the relevant withdrawal period based on medical or compassionate grounds shall follow the procedure outlined below (paragraph 2.18.2). An interview may be required.

The status of a student who withdraws from full-time studies is left to the decision of the Faculty and will be reported to the student through the Office of the Registrar.

- 2.16 All appeals (see section 2.17) must be made in writing to the appropriate Faculty through the Office of the Registrar, no later than three weeks after the final mark has been released by the Registrar; the AAU will be given a four-week limit from the end of the appeal period in which to respond to the appeal. The Dean of the Faculty in which the course is offered may, however, owing to extenuating circumstances, grant the right of appeal after the three-week deadline.

For students registered in the JD program, the three-week appeal period commences on the date students are notified of their marks by the Faculty of Law.

2.17 Grade Appeals

2.17.1 Informal Review

Where a student wishes to review a grade awarded for assigned work at any time during the term the course is being taught, and up to the time the marks are officially submitted to the Office of the Registrar, an informal inquiry can be made to the Instructor responsible for the course. Assigned work includes mid-terms, tests, seminars, essays, final examination and all other academic exercises that will be used in calculating a final grade. The purpose of the inquiry is to review the work submitted and

to allow for any adjustment of the grade in question where that change is found to be appropriate by the Instructor. This must be done within the time limit as established by the Instructor, but not later than ten working days after the release or publication of the grade. This review does not preclude the student from appealing the final grade.

Where the purpose of reviewing work for which a grade has been assigned is not to request a grade change, requests may be made to review the graded work up to six months after the close of the term in which the course was taught, upon reasonable notice to the instructor.

2.17.2 Formal Appeal

When a student believes his/her final grade does not accurately represent his/her academic accomplishments because of incorrect evaluation of work or because of procedural irregularity, the following procedure shall be made available.

Students appealing on the grounds of serious health circumstances or bereavement should follow the procedures indicated in paragraphs 2.18.1-2.18.3. Matters dealing with bias are covered in Bylaw 32. Similarly, appeals claiming procedural errors in the application of this Bylaw are also covered in Bylaw 32.

2.17.2.1 The student may formally appeal through the Office of the Registrar at a fee of \$20.00;

2.17.2.2 The Dean of the Faculty offering the course shall inform the Registrar of the result of the appeal. The student will be informed of the outcome, with reasons (if reasons for the appeal were submitted) in writing by the Registrar, and if successful, the \$20.00 fee will be refunded.

2.17.2.3 All money collected for appeals and not returned to the student shall be deposited in the general University scholarship fund.

2.17.2.4 Where the student is contemplating a formal appeal, s/he shall have the right to review his/her work for which a grade has been assigned, upon reasonable notice to the instructor.

2.17.2.5 Incorrect Evaluation

2.17.2.5.1 A student is encouraged to submit a letter of rationale including relevant supporting documents (i.e., class assignments, tests).

2.17.2.5.2 The appeal will be referred to the Dean of the Faculty offering the course, who, in consultation with the AAU Head, will be required to instruct the Instructor responsible for assigning that final grade in dispute where possible, or an alternate where not possible, to review all assigned work for the purposes of re-evaluation. The Dean, in consultation with the AAU Head, shall confer with a second faculty member with the appropriate expertise who was not involved in the instruction or evaluation of the course. The identity of the second faculty member consulted by the Dean shall not be divulged to either the student or to the original instructor.

2.17.2.6 Procedural Irregularity

2.17.2.6.1 The student shall submit a letter of rationale explaining the effect of the procedural irregularity on the grade and include relevant supporting documentation (e.g., course outline)

2.17.2.6.2 The appeal will be referred to the Dean of the Faculty offering the course who in consultation with the AAU Head will investigate the appeal. If procedural irregularity has occurred and has adversely affected the student's grade, the Dean of the Faculty offering the course will adjust the grade or make alternative appropriate arrangements.

2.17.3 Stays

2.17.3.1 During the course of any appeal procedure described throughout paragraph 2.17.2, a stay on all lower decisions affecting a student's standing in a program or eligibility to proceed with a course of study shall be in effect until a final decision has been reached.

2.17.3.2 The stay shall also be in effect if the matter is being considered by the Committee on Procedures and Discrimination, under Bylaw 32. In the event that a decision adverse to the student is reached by the Committee on Procedures and Discrimination, the student will receive the original grade assigned or the grade assigned on appeal, as the case may be.

2.17.4 In cases where the assigned grade prevents the student from achieving the requirements for promotion, the requirements as defined by the Faculty will be applied.

2.18 Considerations for Health, Bereavement, or Extenuating Circumstances

2.18.1 Informal Request: A student who wishes to receive consideration on matters affecting or shown to affect academic performance based on medical or compassionate grounds, such as, bereavement, or serious mental or physical health circumstances, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Instructor as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. The instructor may choose to handle the matter informally. Whether or not informal resolution is obtained, a formal request through the Office of the Registrar is also possible in accordance with paragraph 2.18.2.

2.18.2 Formal Request: A student who wishes to receive consideration on matters affecting or shown to affect academic performance based on medical or compassionate grounds, such as, bereavement, or serious mental or physical health circumstances, or unanticipated extenuating circumstances beyond the control of the student (e.g., jury duty, caring for an ill family member, labour disputes, etc.), should communicate with the Office of the Registrar as soon as possible, prior to, during, and subsequent to the examination period, or at the time when a student's performance is evaluated for the purpose of assigning a grade, taking into account the severity of the illness, bereavement, or other extenuating circumstance. A letter of rationale, requesting alternate evaluation or accommodation, and supporting documents (e.g., a completed medical note from a regulated health care professional (see Policy on Medical Notes from Regulated Health Care Professionals), the call to jury duty) must be submitted to the Office of the Registrar forthwith and will be forwarded to the Dean of the Faculty in which the course is offered. If the Dean of the Faculty offering the course finds the grounds sufficient, the student's request will be forwarded to the Instructor who shall provide an alternate evaluation or accommodation. The Dean of the Faculty offering the course shall inform the student and the Office of the Registrar of the approved alternate evaluation or accommodation.

2.18.2.1 Following receipt of the letter of rationale and supporting documents by the Office of the Registrar, and until the Dean of the Faculty offering the course has communicated a decision to the Office of the Registrar, a stay on all decisions affecting a student's standing in a program or eligibility to proceed with a course of study, shall be in effect until a final decision

has been reached. The Dean of the Faculty offering the course shall communicate the decision in writing or electronically to the Office of the Registrar within four weeks of receipt of the letter of rationale and supporting documents by the Office of the Registrar.

- 2.18.3 In the cases outlined in 2.18.1-2.18.2 above, the Instructor may grant an "aegrotat" grade on the basis of term work or assign an "incomplete" grade indicating what further work is required and the deadline by which such work must be completed. The instructor's response will be forwarded to the Registrar using the procedure followed for submitting final grades.

In the Faculty of Law, the procedures related to academic status appeals as developed by that Faculty, will apply.

2.19 Incomplete Grades

- 2.19.1 Subject to regulations laid down by the Faculty, an "Incomplete" grade may be assigned to a student who so requests and at the discretion of the Instructor and AAU Head. Such a grade will be granted to a student who has not been able to complete all course requirements by the date of the final evaluations. The "Incomplete" grade could be used in situations such as:

2.19.1.1 the missing of an examination or test for a valid reason;

2.19.1.2 the failure to complete required projects or assignments in the allotted time owing to circumstances beyond the student's control.

- 2.19.2 The average of a student who receives an "Incomplete" grade will not be calculated until the final mark is assigned. An "Incomplete" grade must be changed to a numeric grade no later than six weeks after the last date of the examination period, at which time, if no grade has been assigned, a final failing grade will automatically be entered in the student's record by the Office of the Registrar, except in exceptional circumstances in which case the Dean of the Faculty offering the course shall specify a period of time greater than six weeks.

- 2.20 The Faculty will advise the Registrar within one month of the beginning of the semester or session, as to which courses have the privilege of a supplementary evaluation process, and when these processes will take place.

- 2.21 If an appeal made under Clauses 2.1, 2.17.1, 2.17.2, or 2.18 involves a course taught by a Dean, the Registrar will ask the Dean of a different Faculty to administer the appeal in accordance with this Bylaw. If such an appeal involves a course taught by an AAU Head who is not a Dean, the Dean of the Faculty offering the course will administer the appeal in accordance with this Bylaw.

2.22 **Alternative Examinations**

Students who are unable to write a final examination during the regularly scheduled time slot due to a conflict arising from a religious observance shall be given the opportunity to write an alternative examination during another time slot within the regularly scheduled examination period.

Students must submit an application for an alternative examination to the Office of the Registrar in accordance with the deadlines listed in Appendix A.

The Office of the Registrar is required to contact the instructors involved for the preparation of an alternative examination, to reschedule the examination in another time slot within the regularly scheduled examination period, and to notify students of their new examination schedule in accordance with the deadlines listed in Appendix A.

Appendix A

Deadlines for Alternative Examinations Pursuant to Bylaw 54: 2.5.2 and 2.22

TERM	Posted Exam Schedule	Application Deadline	Notification of Decision Deadline
Fall Semester (12 weeks)	October 15	October 31	November 15
Winter Semester (12 weeks)	February 15	February 28	March 15
Summer Semester (12 weeks)	June 15	June 30	July 15
Fall-Winter Semesters (24 weeks) (2 term course)	February 15	February 28	March 15
Winter-Summer Semesters (24 weeks) (2 term course)	June 15	June 30	July 15
Summer-Fall Semesters (24 weeks) (2 term course)	October 15	October 31	November 15
Inter-Session (3 weeks)	May 8	May 12	May 16
Inter-Session (6 weeks)	May 15	May 30	June 5
Inter-Session (8 weeks)	May 15	May 30	June 5
Summer Session (3 weeks)	June 28	July 2	July 6
Summer Session (6 weeks)	July 5	July 20	July 26
Summer Session (8 Weeks)	July 5	July 20	July 26
For all other courses	By the end of the first quarter of the course	By the end of the second quarter (halfway through the course)	By the end of the third quarter of the course