

THAT Senate approve the following change to the Procedures for Student Marks Submission.

RATIONALE:

As a result of the recent collective agreement, a committee was established to review and streamline our mark submission procedures. The committee believes that the changes will improve the process and create a method to resolve problems where a Department Chair/School Director does not agree with the marks submitted by a professor.

PROCEDURES FOR STUDENT MARKS SUBMISSION

It is the responsibility of the course instructor to complete a mark sheet for each course in accordance with the method of determining final grades outlined at the start of the course. Marks submitted should be according to the grading scheme approved by the University and to department and faculty policies and standards.

Mark sheets are forwarded by the course instructor to the Chair/Director of the academic unit.

The Chair/Director's signature indicates the marks are consistent with the above policies. If the Chair/Director does not believe this to be the case, he/she should discuss the matter with the course instructor. If the issue is not resolved, the Chair/Director should so indicate at the bottom of the mark sheet.

Incomplete marks shall go to the Dean's Office, then to the Registrars's Office.

Mark sheets signed by the Chair/Director should be forwarded to the Office of the Registrar for processing with a copy to the Office of the Dean for information. Unsigned marks sheets should be forwarded to the Dean's Office.

The Dean will attempt to resolve the disagreement between the Chair/Director and the course instructor.

In the event that the Dean is unable to resolve the issue, then a five person committee consisting of the Registrar (non-voting), the appropriate Vice-President Academic, another Dean and two full-time faculty members, not from the Academic Unit involved, will arbitrate the matter. The result of this arbitration will be binding.

The Registrar clarified that the main change to the procedures was that the deans would no longer be required to approve students' marks. There was discussion on the deadline set by Senate to submit exam marks. Students' representatives referred to some cases where marks have yet to be submitted. Pr. Cachon invited members of Senate to send him their concerns with respect to the submission of exams marks.

Mr. Smith added that procedures governing students' appeals are being revised and that a draft document was sent to faculty councils for their input. The Senate Committee on Student Appeals will then submit the revised procedures to Senate for its approval.

The motion was adopted unanimously.