

# **Peter A. Allard School of Law**

## **REVIEW OF ASSIGNED STANDING PROCEDURES** **(Appealing a Final Mark in a Law Course)**

1. A student's assigned standing in a course is determined by a course instructor in accordance with the grading scheme indicated in the course syllabus, and may take the form of a final grade (e.g., 75%), or one of the other standings assigned by the University (e.g., pass/fail). See the Faculty's [Examination and Grading Rules](#).
2. Students who disagree with their assigned standing are encouraged, if possible, to discuss the matter informally with the instructor(s) of the course. If the student is unable to meet with the instructor, the student should discuss the matter with either the Assistant Dean, Students or the Director of Student Academic Services (JD students), or the applicable graduate program advisor (graduate students).
3. If the matter remains unresolved following an initial conversation with the instructor(s), and the student believes that some or all of the material contributing to the assigned standing has been incorrectly evaluated, the student may apply for a Review of Assigned Standing ("RAS"). The student should carefully review the [Review of Assigned Standing rules in the UBC Academic Calendar](#) prior to making an application and carefully follow the directions, guidance and application instructions contained therein. Students who require advising prior to initiating an RAS may speak to the Assistant Dean, Students or the Director of Student Academic Services (JD students), or the applicable graduate program advisor (graduate students).
4. Components of an assigned standing that are intangible such as – but not limited to - live performances, live presentations, practicum assessments, or participation are not eligible for a RAS, nor are graduate-level theses and doctoral dissertations.
5. A student's assigned standing may be adjusted positively or negatively as a result of a RAS, or it may remain the same.
6. Applications for a RAS must be made through UBC Enrolment Services, using the [Enrolment Services Review of Assigned Standing application process](#), and must state clearly why the student believes the course deserves a grade higher than it received; pleas on compassionate grounds should not form part of this statement.
7. Completed application forms must be accompanied by the application fee for each course (which will be refunded only if the assigned standing is raised), and must be received by UBC Enrolment Services no later than the later of three weeks after a grade is first available on the Student Service Centre (SCC) or:

March 15 for Winter Session Term 1 courses;

July 15 for Winter Session Term 2 courses and two-term Winter Session courses;

October 15 for Summer Session Courses.

8. Enrolment Services will forward the RAS application to the Allard School of Law. The Allard School of Law's internal process for a RAS is the following:
  - 8.1 The Chair of the Academic Procedures Committee will arrange for a reviewer who has expertise in the relevant subject matter to evaluate the material contributing to the assigned standing.
  - 8.2 The reviewer will be given:
    - (a) the original material contributing to the assigned standing with any indication of the assigned standing removed;
    - (b) the relevant assignment instructions or examination questions;
    - (c) a copy of the course syllabus;
    - (d) a statement of the marking criteria used, if available; and
    - (e) for comparison purposes, material with the lowest passing assigned standing, the highest assigned standing, and the median assigned standing, with the assigned standings for this material indicated.
  - 8.3 If the reviewer, taking into account the comparison material, awards the reviewed material an assigned standing that is higher or lower than the original assigned standing, the average of the reviewer's assigned standing and the original assigned standing will be the student's final assigned standing for the material. However, if applying this rule would change the final assigned standing in the course by less than 3%, the original assigned standing is not changed.
9. Students will be advised of the outcome of the RAS via Enrolment Services.
10. The result of a RAS is the final academic evaluation of a student's performance in a course. Students wishing to appeal an RAS decision to the [Senate Committee on Student Appeals on Academic Standing](#) may, per University policy, only do so on procedural grounds (eg. if they believe the RAS process or decision was arrived at through improper or unfair procedures). The Senate Committee has no jurisdiction where the sole question raised on appeal turns on the exercise of academic judgment by a Faculty.
11. A RAS is distinct from an Appeal on Academic Standing; the latter addresses procedural errors or irregularities as opposed to errors in assigning standings based upon academic judgment. For more information on an Appeal on Academic Standing, see the calendar entry at <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,53,0,0>.