



ACADEMIC PATHWAYS PROGRAM REVIEW OF GRADE POLICY

SECTION 1 - PURPOSE AND CONTEXT

- (1) There may be instances where a student believes that their final grade in a unit does not correctly reflect their performance against the criteria. Students may choose to informally discuss their concern with the academic responsible for the unit. Where the informal approach is not appropriate, or the student wishes to take the matter further, this policy provides a process for a more formal application for a Review of Grade.

SECTION 2 - DEFINITIONS

- (2) For the purposes of this policy, the following definitions apply:
 - a. “Review of Grade” - means an appeal by a student against the final grade issued at the end of a teaching session.
 - b. “Manager” - the manager of which the unit that is the subject of the Review of Grade application is a part.
 - c. “The University” - Western Sydney University.
 - d. “The College” - Western Sydney University The College a division of Western Sydney University Enterprises Pty Limited.

SECTION 3 - POLICY STATEMENT

Review of Grade

- (3) This policy applies to all units offered by The College Academic Pathways Program in both award and non-award enrolments, but does not apply to continuing education studies (short course or modular units).
- (4) The review will be of the final grade issued at the end of a teaching session.
- (5) A student may apply for a Review of Grade provided the student has completed all the essential assessment requirements set down in the Unit Outline/Learning Guide issued at the commencement of instruction of the unit.

- (6) A grade cannot be reviewed where the grade awarded is the outcome of a determination under the Western Sydney University [*Student Misconduct Rule*](#) or equivalent College policies.
- (7) There will be a prescribed charge for a review of a passing grade. The charge will be refunded to any student whose application is successful.

Grounds for review of grade application

- (8) A student may apply for a review of a final grade if they have reason to believe that:
 - a. they were not provided with a Unit Outline/Learning Guide as required;
 - b. the assessment requirements as specified in the Unit Outline/Learning Guide were varied in an unreasonable way;
 - c. assessment requirements specified in the Unit Outline/Learning Guide were unreasonably or prejudicially applied to the candidate;
 - d. a candidate is of the view that a clerical error has occurred in the computation of the grade; and/or
 - e. due regard has not been paid to the evidence of serious misadventure, accident or extenuating circumstances (that was previously provided to The College as part of an application for Special Consideration).

SECTION 4 - PROCEDURES

Applying for a Review of Grade

- (9) Students seeking review of individual items of assessment should, in the first instance, approach the academic staff member responsible for the marking of that assessment item. Where, after such discussion, the student believes an error persists or the result is not a fair reflection of the student's work, the student may apply for review at the end of the session following notification of the final grade.
- (10) An application for Review of Grade must be lodged electronically, using the appropriate form, together with the prescribed charge (if appealing against a passing grade), within ten (10) working days of the official notification of results on the web.
- (11) The grounds for the application for Review of Grade(s) must be clearly described in a supporting statement to the application. It is not sufficient merely to state that there has been an error or an injustice.
- (12) A separate application must be lodged for each unit. A separate fee (if eligible) must be paid for each unit. The charge will be refunded to any student whose application is successful.

Consideration of Review of Grade Applications

- (13) An application for a Review of Grade will be rejected when one or more of the following apply:

- a. the unit has been the subject of a determination under the [*Student Misconduct Rule*](#) or the equivalent College policies;
 - b. no reasonable grounds (as outlined in Clause 9) are stated in the application for review of grade(s);
 - c. in the normal course of events, the piece or pieces of work have already been assessed by at least two people knowledgeable in the field;
 - d. reasonable grounds exist to review the grade, but such a review, if conducted, would not result in any alteration of the grade; or
 - e. the student has not completed all essential requirements of the unit (except in some cases of special consideration).
- (14) The nominated coordinator of the unit will provide a written electronic response addressing the grounds for the Review of Grade outlined by the student.
 - (15) The Director Academic Pathways Program or nominee will consider the student's application and the response from the nominated coordinator of the unit and determine whether the grade should be changed.
 - (16) The Director Academic Pathways Program may delegate these responsibilities to the Associate Director, Learning and Teaching, or Learning and Teaching Manager of the relevant area.
 - (17) If the Director Academic Programs or nominee has been involved in teaching a unit which is the subject of a review application, an alternate who has not been involved in the teaching of the unit will consider and determine the application.

Outcomes of Review of Grade Applications

- (18) Where a student's Review of Grade application results in a change of grade, the Assessment and Graduation Unit will refund the prescribed charge (if applicable) and the student will be notified of the outcome via their University student email account.
- (19) Where an application for a Review of Grade is rejected, or does not result in a change of grade, the student will be advised via their University student email account, normally within one (1) week after the decision, of the reason for the outcome and will not be entitled to a refund of any prescribed charge paid.

SECTION 5 - GUIDELINES

Related legislation/policies/procedures

- a. The University [Student Misconduct Rule](#)
- b. The University [Assessment Policy - Criteria and Standards-Based Assessment](#)
- c. The College [Academic Pathways Program Assessment Policy](#)
- d. The College [Academic Pathways Program Special Consideration Policy](#)

ACADEMIC PATHWAYS PROGRAM REVIEW OF GRADE POLICY

STATUS AND DETAILS

Status:	Current
Version:	5
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Unit Responsible:	Academic Pathways Program
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Available On:	SharePoint <input type="checkbox"/> Website <input checked="" type="checkbox"/>

Summary of Changes from Previous Version

Updated the definition of The College

Removed reference to the Bachelor First Year courses

Removed reference to Academic Misconduct and replace with the Student Misconduct Rule

Removed reference to The College Registrar