

## GRADE APPEAL

**FACULTY SUMMARY REPORT PRO-FORMA**

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| Executive Deans / Director, MUIC, or their nominee, are required to provide a biannual report to the Senate Learning and Teaching Committee (SLTC) / MUIC Sub-Committee of ASQC using this Grade Appeal Faculty Summary Report Pro-Forma. This will detail issues that arose in the operation of grade appeal processes and the strategies to be implemented to address them.This report should only provide de-identified data.  |

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| **Faculty/MUIC**  |  |
| **Number and types of Grade Appeals**Overview of number and types of Grade Appeals received over period [Year]; by unit, noting any outlying units. |
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| **Grade Appeal outcomes*** Overview of outcomes of Grade Appeals, noting any outlying outcomes.
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| **Comparison to previous years*** Compare number, type, and outcomes to previous years, noting any substantial trends or changes.
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| **Faculty procedures*** Summary of Faculty procedures by which Grade Appeals are processed (can be included as an appendix if desired) including decision making processes.
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| **Recommendations*** Strategies to be implemented to address issues identified.
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| **Other*** Any further points of discussion not previously captured.
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