

## 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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