

Category: Education	Responsible Owner: VPA	Effective Date: Under Renewal
Policy/Form Number: 2.11	Approval Body: Board of Directors	Policy/Form Name: Grade Appeal Policy

A. POLICY:

All students have the right to appeal a final grade they have received. Appeals may happen for a variety of reasons. In some instances, where the appeal is straightforward, like the miscalculation of percentages on assignments, the student may seek an informal appeal through their instructor. However, for more substantive challenges a formal process to review the grade will be undertaken, as outlined in the procedures below. Grade appeals are considered a serious matter and are expected to be treated as such by all parties involved.

PURPOSE/COMMITMENT:

To provide a fair mechanism for students to request a review of their grades, where the student believes an error has occurred in the marking or tabulation of these grades, in a fair and transparent manner.

SCOPE:

Students
Instructors
Academic Board
Student Services

WHEN TO USE THE POLICY:

When students seek to formally appeal the final grade they have received in a course

DEFINITIONS:

Responsible Owner:
Vice-Principal Academic

Category: The category or grouping that the policy falls into i.e.
2.0 Education

B. PROCEDURES:

Before the Appeal

1. The only grades that may be formally appealed are final grades.

2. Students are required to make an attempt to consult with the instructor and Dean of the division (or Head of Secondary, as appropriate) before proceeding to a formal appeal.
3. If a student chooses to formally appeal then the student completes a "Formal Grade Appeal" form obtained from a Counsellor. A fee of \$50 is paid, refundable if the appeal is successful.
4. Once the appeal fee is paid the formal appeal process is initiated by the Counsellor.
5. Such an appeal must be launched on or before the first Friday of the semester immediately following the semester in which the course was taken.

The Appeal

1. An Appeal Committee is struck by the Academic Board.
 - a. If the appeal concerns the marking of the final examination only, then the Dean of the appropriate division will appoint a qualified instructor (usually but not always from within the College) to reconsider the student's final examination paper. A final judgement will be made within 30 days.
 - b. If the appeal involves more than the final examination then an Appeal Committee will be struck by the Academic Board and this Committee will make a final judgement within 30 days.
 - i. All relevant course material in addition to, or other than, the final exam may be reviewed.
 - ii. To be eligible for review the material in question must be a physical item that was submitted and evaluated as part of the student's final grade.
 - iii. The material must be in its original, as-marked form.
 - iv. Intangible items such as presentations and class participation are not eligible for review.
 - v. The instructor will provide sufficient written explanation so as to justify the decision made in the appeal.

After the Review:

1. Where the review is completed as per 1a. in the section above, the outcome of the appeal will be forwarded to Student Services, who will inform the student of the decision, and Administration who will undertake a grade change where necessary.
2. Where the review is completed as per 1b. in the section above, the outcome of the appeal will be reported to Student Services and the Academic Board, through him Administration will undertake a grade change where necessary.
3. The decision of the Appeal Committee is final.
4. The final grade that appears on the transcript will be the grade determined by the process outlined above; this grade may be higher, lower or the same as the appealed grade.

LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITE:

REFERENCE TO EMPLOYMENT AGREEMENT CLAUSES:

n/a

REFERENCE TO BYLAWS:

n/a

RELATED ACTS AND REGULATIONS:

n/a

RELATED POLICIES:

n/a

A. APPROVALS:

IF APPLICABLE:

Chair, Academic Board	Date:
Chair, Marketing and Recruitment Committee:	Date:
Chair, Finance Committee:	Date:

APPROVAL FOR ALL POLICIES:

Responsible Owner:	Date:
Principal or Designate:	Date:
Chair, Board of Directors	Date:

Proposed Review Date: November 2021 May 2024	Dates(s) revised: November 8, 2018 May 13, 2021	Replaces Policy/Form Number: Motion by BoG and T.Toone email Dec. 11, 2015 Form 8.1 Approved November 8, 2018
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