

# Policy on Grade Appeals

**CATEGORY:** Student – Academic

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**REVIEW REQUIREMENTS:** Every two (2) years

**APPROVED BY:** President

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## Policy Purpose

The *Policy on Grade Appeals* makes transparent the process for appealing student grades, which will be addressed in a fair, equitable, and consistent manner.

The terms used in this policy are defined in the *Policy Glossary*.

## Scope

This policy applies to all enrolled students, all individuals employed by the College, and any other individuals acting as representatives, or holding a titular position of the College.

## Policy

### 1. PROCESS FOR ADDRESSING GRADE-RELATED DISPUTES

- 1.1. A student may not appeal the final overall grade received for a Course; however, the student can appeal a grade received for a particular assessment within a Course.
- 1.2. A student who is dissatisfied with a grade on an assessment must first discuss the issue with the respective Faculty Member within three (3) business days of receiving the grade in question.
- 1.3. After discussing the Grade-Related Dispute with the student, the Faculty Member is required to:
  - 1.3.1. Review the graded work in question;
  - 1.3.2. Inform the student in writing of the outcome of the review and if applicable, assign a new grade within ten (10) business days; and
  - 1.3.3. Send copies of all communications to the Faculty Support Department to ensure transparency and as a student record.

### 2. STUDENT GRADE APPEAL PROCESS

- 2.1. Students have the right to appeal the decision of the Faculty Member.
- 2.2. When submitting a grade appeal, the student must:
  - 2.2.1. Describe the Grade – Related Dispute in writing by using the prescribed Grade – Related Dispute Form available on the College website

- 2.2.2. Include the original graded assignment; and
- 2.2.3. Submit the documentation described in sub-sections 2.2.1 and 2.2.2 to Student Services within seven (7) business days of the decision of the Faculty Member.
- 2.3. Student Services will forward the student's documentation to the Registrar for review.
- 2.4. The Registrar may, if deemed necessary, arrange for a different, qualified Faculty Member to review the assignment, and if applicable, assign a new grade within ten (10) business days of having received the Grade Dispute Request Form.
- 2.5. The decision of the Registrar is final. The student cannot appeal the grade assigned by the Registrar, regardless of whether the grade is higher or lower than the original assessment.
- 2.6. The Registrar must notify the student of the decision and final assigned grade within fifteen (15) business days of the date that the appeal was submitted.
- 2.7. Student Services is responsible for placing the necessary documentation in the student's file.

## Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1034 – Student Grade Appeal Policy

**ACCOMPANYING POLICIES:** This policy is a part of a suite of academic-oriented policies under the Student Policies category. As such, accompanying policies that may be applied or referenced along with this policy include **Policy # ST-001 – Policy on Academic Standards** and **Policy # ST-002 – Policy on Attendance and Lateness**.