

# 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* outlines a transparent, fair and equitable, and consistent process for appealing student grades.

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 within 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, a student may appeal a grade received for a particular assessment within a Course. This restriction is in place to maintain academic integrity; however, students are encouraged to seek clarification on grading criteria.
- 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 Dispute Request Form available on the College website;
  - 2.2.2. Include the original graded assignment; and
  - 2.2.3. Submit all required documentation to Student Services as outlined in sub-sections 2.2.1 and 2.2.2 within seven (7) business days of the Faculty Member's decision.

- 2.3. Student Services will forward the student's documentation to the Vice President for review.
- 2.4. The Vice President 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 receiving the Grade Dispute Request Form.
- 2.5. The decision of the Vice President is final. The student cannot appeal the grade assigned by the Vice President, regardless of whether the grade is higher or lower than the original assessment. The Vice President will provide written reasons for the decision to ensure transparency and fairness.
- 2.6. The Vice President 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 all necessary documentation in the student's file.

## Policy Notes

This policy consolidates the measures included in, and replaces, the following archiegetered 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 Gradiang and Assessment** and **Policy # ST-002 – Policy on Attendance and Participation**.