

Title	Appeal of Final Grade
Number	E2006
Category	Student Services

1. PURPOSE

To provide all Regular Studies and Continuing Studies students with the opportunity to appeal the final grade received in a Regular Studies or Continuing Studies course.

2. DEFINITIONS

Instructor – the individual or team responsible for providing instruction and evaluation in a credit/regular studies course or continuing studies graded course, and assigning the final grade in that course.

Relevant material – all material in documentary or other format that was evaluated by the instructor for the purpose of determining a final grade. This includes, but is not limited to, the course syllabus, all available original marked assignments, examinations, examination keys, evaluation notes, recordings, etc.

3. POLICY

- 3.1 The College will establish a two-stage process for adjudicating appeals of final grades:
 - 3.1.1 Informal Appeal, and
 - 3.1.2 Formal Appeal.
- 3.2 The intent of the Informal Appeal is to facilitate the resolution of questions and disputes about final grades as expeditiously as possible. If the matter is not resolved through the Informal Appeal process, the student may proceed to the Formal Appeal.
- 3.3 Students must normally complete the Informal Appeal process before proceeding to the Formal Appeal. The Informal Appeal stage may be waived by the consensual agreement of the student, instructor and Division Chair or Continuing Studies Manager/Director. However, it is the Division Chair or Continuing Studies Manager/Director who is responsible for ensuring that the appeal policy is correctly and fairly administered at each stage, and who has the authority to establish the composition of the Department Appeals Committee.
- 3.4 In order to proceed to a Formal Appeal, the student must present in writing credible evidence of at least one of the following grounds for appeal:
 - 3.4.1 Failure of the instructor to follow the evaluation criteria set out in the course syllabus.
 - 3.4.2 Failure of the instructor to apply the evaluation criteria in a reasonable and fair manner.
 - 3.4.3 Failure of the instructor to follow any College policy that is relevant to the determination of a final grade. Dissatisfaction or disagreement with the final grade, without satisfying one of the above, does not constitute sufficient

grounds for a Formal Appeal.

- 3.5 The Department Appeals Committee is the only appeal level with sufficient expertise to make changes to final grades. Any other review is limited to consideration of the process by which the Department Appeals Committee came to its decision.

4. RESPONSIBILITY

For inquiries related to this policy, contact the office of the Associate Vice-President, Students.

5. REGULATIONS/PROCEDURES

[Appeal of Final Grade Procedures](#)

History/Revision	
Origination Date	October 19, 1987
Amendment Date(s)	May 18, 2021 January 20, 2009
Next Review Date	May 18, 2024