



## FINAL GRADE APPEAL POLICY

Policy Area:	Academic		
Policy Number:	FGAPL_2402N_ED/PVPA		
Policy Sponsor:	Provost and Vice President Academic		
Policy Contact:	Registrar		
Stakeholders:	Student and Employees		
Authority:	<i>College and Institute Act</i>		
Approval Authority:	Education Council		
Approval Date:	February 1, 2024		
Effective Date:	August 1, 2024		
Replaces or New:	OC Calendar Grading Practices – 10. Grade Appeals		
Last reviewed:	February 2024	Scheduled review date:	February 2027

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Procedures: *Procedures for Final Grade Appeals*

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### 1. Policy Statement

Students have the right to appeal Final Grades in Courses leading to a credential when they believe that the stated evaluation criteria for the Course have not been properly or consistently applied. The College is committed to the provision of a fair and timely process for requests for Final Grade reviews or appeals.

### 2. Purpose

This policy outlines the principles and governs the procedures for student appeals of Final Grades that count towards a College credential.

### 3. Scope and Application

This policy applies to students who are, or were, registered in full-time or part-time Courses leading to a credential and addresses appeals relating to educational decisions or circumstances that may have impacted the student's Final Grade.

## 4. Definitions

<b>Business Days</b>	Means weekdays not including statutory holidays.
<b>Course</b>	Means Courses that can be counted towards a College credential.
<b>Course (Program) Syllabus</b>	Means a description of the main content, organization, and expected learning outcomes of a Course. A Course outline/syllabus normally includes such information as the number of credits awarded for successful completion of the Course, hours of class time required, evaluation procedures, assignments, texts, and readings.
<b>Final Grade</b>	Means the official grade for the Course recorded on the student's transcript.
<b>Formal Appeal</b>	Means the second stage of the two-stage Grade Appeal process.
<b>Final Grade Appeal</b>	Means a request for a Final Grade to be reviewed or changed based on the presence of grounds for appeal and evidence supplied by the student to support their case.
<b>Instructor</b>	Means College professor, vocational Instructor, or continuing education Instructor.
<b>Relevant Material</b>	Means all material in document or other format that was evaluated by the Instructor/Tutor for the purpose of determining a grade. This includes, but is not limited to, the Course (Program) Syllabus, all available original marked assignments, examinations, examination keys, evaluation notes, recordings, etc.
<b>Support Person</b>	Means someone who can assist a student in understanding the College's policies and procedures and help a student identify questions that they may have throughout institutional processes. Examples include Student Services employees, Student Association representatives, elders, friends.
<b>Tutor</b>	Means a Distance Education department employee whose role is to tutor students and mark the students' assignments and exams.

## 5. Principles

- 5.1 A Final Grade Appeal is intended to provide an opportunity to students to have an objective review of the Final Grade in a Course by an impartial panel from within the relevant instructional discipline.
- 5.2 A Final Grade Appeal is distinct from a complaint about the quality or delivery of a Course or program. Procedures for such complaints can be found in the *Procedures for Student Complaint or Concerns*.
- 5.3 The College has a two-stage process for adjudicating Final Grade Appeals:
  - a) Informal Resolution
  - b) Formal Appeal

The intent of the informal resolution is to facilitate the outcome of questions and disputes about Final Grades as expeditiously as possible.

If the matter is not resolved through the informal resolution process, the student may proceed to the Formal Appeal.

- 5.4 Grounds for a Formal Appeal include one or more of the following:
- a) The evaluation criteria set out in the Course (Program) Syllabus was not followed by the Instructor/Tutor.
  - b) The Instructor/Tutor did not apply the evaluation criteria in a reasonable and fair manner.
  - c) Failure of the Instructor/Tutor to follow College policy that is relevant to the determination of Course work evaluation or a Final Grade.
- 5.5 Dissatisfaction with a Final Grade does not constitute sufficient grounds for a Formal Appeal.
- 5.6 Students cannot claim to have an extenuating circumstance after receiving a grade on a completed Final Grade Appeal evaluation, where that circumstance was pre-existing and not previously discussed with the Instructor/Tutor.
- 5.7 Final Grade Appeal requests that do not demonstrate grounds for a Formal Appeal or which, in the opinion of the Registrar, are clearly frivolous, will be declined.
- 5.8 The outcome of a Final Grade Appeal includes raising the grade, lowering the grade, or maintaining the same grade depending on the findings of the appeal process.
- 5.9 A fee may be applied to Final Grade Appeal requests.
- 5.10 The outcome of a Final Grade Appeal hearing is considered final.
- 5.11 Students may only appeal to the Final Appeal Tribunal, as outlined in the Educational Decisions Appeal Policy, by providing evidence that meets the grounds for review under that policy.

## 6. Related Acts and Regulations

None.

## 7. Supporting References, Policies, Procedures and Forms

*Procedures for Final Grade Appeal*

*Final Grade Appeal Form* (available on etrieve)

*Educational Decisions Appeal Policy* and *Procedures*

### History / Revisions

Date	Action
2024-02-01	Revision Approved by Education Council: Final Grade Appeal Policy (FGAPL_2402N_ED/PVPA)  Replaces OC Calendar Grading Practices – 10. Grade Appeals