



Procedures for Final Grade Appeals

Parent Policy:	<i>Final Grade Appeal Policy</i>		
Procedure Reference	FGAPR_2403N_SPN/PVPA		
Procedure Sponsor:	Provost and Vice President Academic		
Procedure Contact:	Registrar		
Stakeholders:	Students and Employees		
Approved by:	Provost and Vice President Academic		
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1. Purpose

The purpose of this procedure is to outline the process for a Student's appeal of a Final Grade.

2. Scope and Application

These procedures apply to Students, Instructors, Tutors, Deans/Directors, and the Registrar when involved in Final Grade Appeal processes.

3. Procedures

- 3.1 Instructors/Tutors have a responsibility to inform students of the Final Grade Appeal policy. Generally, the Course (Program) Syllabus will include Final Grade Appeal information or links to the policy.
- 3.2 Students may seek out and include appropriate student services assistance and/or a Support Person as they go through the Final Grade Appeal process. A Support Person can be present for consultation and support, but they cannot answer on behalf of the student, and they cannot be acting in a legal capacity.
- 3.3 Students must file a separate Final Grade Appeal request for each grade they wish to appeal.
- 3.4 Final Grade Appeals which are clearly frivolous may be rejected and may result in a fee being assessed to the student.
- 3.5 A Final Grade Appeal is not required for the correction of omissions or errors.

4. Informal Final Grade Appeal

- 4.1 Students, Instructors/Tutors, and Dean/Director or designate must first attempt to resolve a concern about the final grade on an *informal basis*.
- a) Apart from extraordinary circumstances, Students will complete an informal resolution process by meeting with their Instructor/Tutor to discuss the grade they have received and to try and come to a resolution.
 - b) When resolution is not successful, in some cases an additional review with Dean/Director or designate may be appropriate as determined by the Instructor prior to referring a student to the Formal Grade Appeal Process outlined below.

5. Filing a Formal Final Grade Appeal

- 5.1 A student must submit a Final Grade Appeal request to the Registrar's Office using the [Final Grade Appeal form](#) (on etrieve), or by email to registrar@okanagan.bc.ca, within 10 Business Days of the date on which the Final Grade was made available to the student by the Registrar.
- 5.2 Each Final Grade Appeal request must clearly state the grounds for the appeal. Grounds includes 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 any College policy that is relevant to the determination of Course work evaluation or a Final Grade.
- Term work (tests, examinations, papers, assignment, etc.) and any other Relevant Materials used as part of the evaluation procedure for a Course must accompany the Final Grade Appeal request.
- 5.3 Except for unusual circumstances, the Final Grade Appeal process shall be completed within 25 Business Days of the date on which the Registrar forwarded the Final Grade to the student.

6. Formal Final Grade Appeal Review Process

- 6.1 The Instructor/Tutor whose grade is under review and the student appellant may request to appear before the Final Grade Appeal Committee (Committee) or may be requested by the Committee to attend a hearing.
- 6.2 The student has the right to attend a Final Grade Appeal hearing and present their appeal evidence.
- 6.3 The Instructor/Tutor will present, in writing, the basis upon which the Final Grade was originally assigned.
- 6.4 The Committee will review the student's performance in the Course including term work and the final examination, if any, and decide whether the originally assigned grade should remain the same or should be changed to either a higher or a lower grade.
- 6.5 The Committee's decision will be given in writing to the student and the Instructor/Tutor by the chair of the Committee.
- 6.6 Students may withdraw their request prior to the Final Grade Appeal hearing date. If the student withdraws the appeal, the matter will be considered closed, and no further appeal will be permitted with respect to the same grade.

7. The Final Grade Appeal Committee

- 7.1 Each Final Grade Appeal shall be considered by a Final Grade Appeal Committee (Committee), which shall normally have the following membership:
- a) the Registrar or their designate, in a non-voting capacity, shall act as chair, and shall name the members of the Committee listed below, after consultation with the appropriate department and student association.
 - b) three Instructors, in a voting capacity, from the appropriate department. No Instructor who has previously been substantively involved, directly or indirectly, in assessing the student's Course performance and/or in determining the student's Final Grade shall be eligible to serve as a member of the Committee. The department chair should be one of the three Instructors when possible. If three Instructors are not available from the department, a sufficient number of Instructors shall be appointed from a related department.
 - c) one student observer, in a non-voting capacity, who may otherwise participate in the review process.
- 7.2 A Final Grade Appeal Committee is required by the College to perform a fair and impartial review, reassessment, and adjudication of all Final Grade Appeal requests. Because Final Grades are the formal evaluation and measure of a student's comprehension and/or performance in a specific Course or discipline, and because a Committee is comprised of Instructors with relevant pedagogical, professional, and academic expertise necessary to perform this task, the Committee's decision is deemed to be final.

8. Related Acts and Regulations

None.

9. Supporting References, Policies, Procedures and Forms

Final Grade Appeal Policy

Final Grade Appeal Form (available on etrieve)

Educational Decisions Appeal Policy and Procedures

History / Revisions

Date	Action
2024-03-07	<i>New Procedure Approved by Provost and Vice President Academic: Procedures for Final Grade Appeals (FGAPR_2403N_SPN/PVPA)</i>