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# Appeal of Final Grade Policy

<b>Purpose</b>	To inform the College community of the procedures for appealing a final grade.
<b>Policy</b>	<p>The College provides all students with an opportunity to appeal a final grade.</p> <p>The grade determined by means of the appeal process shall be recorded as the final official grade, regardless of whether it is identical to, higher than, or lower than the original grade.</p>
<b>Applies to</b>	All VCC students.
<b>Responsibility</b>	The Deans, Vice Presidents, Registrar and Department Heads*.
<b>Procedures</b>	<ul style="list-style-type: none"><li>• All days referred to in this document are working days.</li><li>• Timelines specified are the maximum number of days allowed for each stage of the process. However, the College recognizes that a timely decision is desirable and encourages all parties to proceed without delay.</li><li>• In exceptional circumstances, the Dean responsible for the area may agree to change the timelines, with the consent of both parties.</li></ul>

*\* For the Centre for Professional and Continuing Studies, replace Registrar with Director or Delegate, and replace Department Head with Program Coordinator.*

1. Students are encouraged to discuss their concerns informally at the department level before initiating a formal Appeal of Final Grade. In the event that the Department Head is the instructor of the course being appealed, an alternate will be chosen by the Dean.
2. The student will obtain a Formal Appeal of Final Grade form at the Office of the Registrar at King Edward Campus or City Centre, or at the Centre for Professional and

Continuing Studies.

3. The student will fill out and submit to the Dean responsible for the area one form for each final grade to be reassessed. Along with the form, the student will include any supporting course materials, any relevant data or circumstances that should be considered, and the specific grounds upon which the appeal is based.
4. The Dean will accept formal appeals no later than twenty (20) working days after the last official day of class. This time limit may be extended by mutual agreement between the Department Head or alternate and the Dean.
5. The student will submit the final grade appeal fee for each final grade to be reassessed. The College will refund this fee if the appeal results in a final grade change that raises the student's grade.
6. While an appeal is in progress, the student will be permitted to continue the program of studies or attend the next level of a course or program until the appeal process has been completed. This continued attendance does not apply if the student's practice, knowledge, and/or theory base are deemed unsafe.
7. Upon receipt of the appeal form, the Dean will attempt to resolve the appeal. In consultation with the student and the Department Head or alternate if applicable, the Dean will determine whether the appeal is based on marking of the evaluation instruments or on the circumstances affecting the evaluation process.
8. If a resolution is not reached within five (5) working days, the Appeal will proceed with:

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| <ul style="list-style-type: none"><li>• a review of evaluation materials (as per #9 below),</li></ul> <p>OR</p> <ul style="list-style-type: none"><li>• an assessment of the circumstances affecting the evaluation (as per #10 below).</li></ul> |
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## 9. Review of Evaluation Materials

- a) The Dean will forward formal appeal requests to the appropriate Department Head.
- b) Within five (5) working days of receiving the request from the Dean, the Department Head or alternate will do the following:
  - i) The Department Head will collect from the instructor the course outline, evaluation criteria, and all materials relevant to the appeal. In cases where the grade is based on a clinical or practicum situation, the Department Head or alternate will collect all documentation used as part of the evaluation process. The Department Head or alternate will add this collected material to the material originally submitted by the student.
  - ii) The Department Head or alternate will select two instructors who are familiar with the course content but did not evaluate the student for the course in which the grade is being appealed. The selection of these grade review instructors is not limited to those within the department. If the Department Head is not able to find instructors who meet the requirements stated above or the Department Head is the instructor who gave the grade, then the Dean responsible for that department will ensure that an appropriate selection is made.
  - iii) The Department Head or alternate will delete from all materials all references to the identity of the student and all grading marks, and will give a copy of those materials to each of the two review instructors.
- c) The review instructors will independently assess the collected materials. They will take note of the evaluation instruments and the application of the marking criteria. The instructors will independently submit their recommended final grade to the Department Head or alternate within five (5) working days of the receipt of those materials.

- d) Within three (3) working days of receiving the submission from the review instructors, the Department Head or alternate will determine if the original grade should be revised. In the case of differences between the grades recommended by the review instructors, the Department Head or alternate will make the decision. The Department Head or alternate will forward the grade obtained and the completed Formal Appeal of Final Grade form and a copy of all data assessed to the Registrar for inclusion in the student's file.
- e) The Registrar will inform the student of the results of the grade appeal. If a grade change is the result of the appeal then the Registrar will instruct Student Records to revise the student's permanent record. The Registrar will initiate the refund of the appeal fee if the grade is raised.

10. Review of Circumstances affecting the Evaluation.

- a) The Dean responsible for the area, acting as non-voting chair, will strike a committee consisting of:
  - an instructor or a counselor from a department in which the student is not registered
  - Department Head or Coordinator of a department in which the student is not registered
  - a student at large.
- b) The Dean will distribute the appeal form and supporting materials to committee members.
- c) The Committee will meet and hear the student making the appeal and any College personnel directly involved in the circumstances under review.
- d) The Committee Chair will introduce all parties and outline the procedures to be followed at the hearing.
- e) The student and his/her advisor will identify the issues from his/her perspective and outline the facts relevant to the appeal.

- f) The appropriate College personnel concerned will have the same opportunity.
  - g) Each party will have an opportunity to respond to the presentations.
  - h) The Committee will determine any other individuals to be interviewed and give the student (or advisor) and College personnel the opportunity to respond to the information gathered from these interviews.
  - i) Committee members may ask questions of parties in the appeal.
  - j) Committee members will then deliberate in private and make a recommendation regarding the appeal.
  - k) The Committee will write its recommendation(s) regarding the appeal to the appropriate Vice-President.
  - l) Within five (5) working days of receiving the recommendation(s) from the Committee, the Vice-President will make a final decision on the appeal and inform the student of that decision. The Vice-President will include a copy of the Formal Appeal of Final Grade form and a copy of all the data assessed.
  - m) If a grade change is the result of the appeal then the Vice-President will inform the Registrar of the change of grade. The Registrar will instruct Student Records to revise the student's permanent record. The Registrar will initiate the refund of the appeal fee if the grade is raised.
11. A student may appeal a decision to the Education Council on the following grounds only:
- a) due process was not followed
  - b) new evidence not available at the time of the grievance that may have affected the decision.

**Reference:**

- Course/Program Grading Policy, C.1.1.
- Appeal to Education Council Policy A.2.1.



**1. Policy Sponsor** Policy Committee, Education Council

**2. Approvals:**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**3. Amendments**

President \_\_\_\_\_ Date: \_\_\_\_\_

Education Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Operations Council Chair \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review Date**