



Title	Appeal of Final Grade
Policy No.	C.1.2
Approval Body	Education Council
Policy Sponsor	Vice President, Academic & Research
Last Revised/Replaces	January 29, 2004
Effective Date	December 13, 2016

CONTEXT AND PURPOSE

This policy and its related procedures affirm the right of every Vancouver Community College (VCC; the College) student to appeal a final grade. The appeal may be related to the grade received on one or more assignments, or it may be related to some other aspect of the student's educational experience that may have had an impact on the final grade.

SCOPE AND LIMITS

This policy applies to students who are, or were, registered in full-time or part-time credit or non-credit courses offered by VCC and addresses appeals relating to educational decisions or circumstances that may have impacted the student's final grade. Issues not related to a student's final grade are addressed through separate policies as identified below (see 'Related Policies and Legislation').

The scope of this policy does not include:

- a. Course content, learning materials, learning resources
- b. Physical environment and facilities
- c. Professional competence of instructors

Such complaints are dealt with in Policy D.4.2 Student Grievance.

STATEMENT OF POLICY PRINCIPLES

1. VCC encourages open communication between instructors and students about grading throughout the course/program. As a result, the College encourages students, instructors and department leaders to attempt to resolve a concern about evaluative work and/or the final grade on an informal basis before the student files a formal Final Grade Appeal.
2. In order to promote student advancement and student success, and to respect the right to procedural fairness, VCC will provide timely responses to Final Grade Appeals.
3. The purpose of a final grade appeal is to verify the fair assessment of an individual student's skill or knowledge of the course content;
4. The results of an appeal include raising the grade, lowering the grade, or maintaining the same grade depending on the findings of the appeal process.

5. Individuals who participate in a Final Grade Appeal are expected to treat any information they may receive in the course of the investigation and subsequent proceedings confidentially.
6. Students must file a separate appeal request for each final grade they wish to appeal.
7. Students are encouraged to seek advice about this policy and/or its procedures from VCC employees such as the Arbiter of Student Issues; and/or from the Students' Union of Vancouver Community College Student Advocate.

DEFINITIONS

Student: A student is a person who is, or was, registered in full-time or part-time credit or non-credit courses offered by VCC.

Final Grade: A letter, designation, or percentile indicating a degree of cumulative achievement for any educational work in a VCC course which may be comprised of multiple evaluative tools with variable weighting (e.g. tests, assignments, attendance requirements) recorded by the Registrar's office. It is assigned at the completion of a course.

Final Grade Appeal: A final grade appeal investigates a student's disagreement with the final grade assigned by an instructor.

Dean: the Dean responsible for the course within which the grade is being appealed or delegate.

Appeals Oversight Committee of Education Council: A standing committee charged with ensuring that student appeal proceedings are consistent with approved processes and undertaken in full compliance with educational policies and the legislative requirements of the College & Institute Act.

Final Grade Appeal Committee: The body that may hear evidence about the Final Grade Appeal and make a recommendation about the appeal to the Dean. The Final Grade Appeal Committee will typically consist of three (3) to five (5) members.

Evaluative Student Work: Student work that is marked by an instructor.

Non-written or Non-recorded Student Work: Graded student work that is neither recorded nor written such as practical skill demonstrations in a lab environment, and/or practicum placement experiences. As this type of work is not physically captured, it cannot simply be re-assessed by another.

Student Academic File: A record held by the Registrar's Office that contains a complete record of student academic matters at the college in accordance with prudent and acceptable standards within the field of academic records.

Program/Course Documentation: All material that was used by the instructor for the purpose of determining a final grade. This includes, but is not limited to, the Program Content Guide, the course outline, a syllabus or Student Handbook (if provided), all available original marked assignments, examinations, examination keys, evaluation notes, recordings, etc.

RELATED LEGISLATION AND POLICIES

Legislation

College and Institute Act, R.S.B.C. 1996, c.52; sections 24(2)(a);(e).

Policies

- A.2.1 Appeal to Education Council on Educational Matters
- A.3.1 Prevention of Harassment, Discrimination, and Bullying
- C.1.1 Grading, Progression and Withdrawal
- C.1.5 Requirements for Student Attendance and Participation
- C.3.14 Curriculum Development and Approval Process
- D.3.5 Prior Learning Assessment & Recognition
- D.3.6 Admissions
- D.2.6.1 Flexible Admissions
- D.4.2 Student Grievance
- D.4.5 Student Educational Conduct

RELATED PROCEDURES

Refer to C.1.2 Appeal of Final Grade Procedures.