



Final Grade Appeal

1. Overview

- 1.1. This Policy is intended to guide all processes related to the appeal of student grades. The Policy and all accompanying procedures are based on the premise that students have the right to fair and equitable procedures for the lodging, hearing, and resolution of matters involving the academic assessment of final grades.

2. Scope

- 2.1. This Policy applies to students registered in any course in which their work is graded and applies to assessments based on the evaluation of academic work.

3. Principles

3.1. Guiding principles:

- 3.1.1. Fairness will be applied to all parties in procedures and decisions.
- 3.1.2. Sound academic decisions will not be set aside based on minor irregularities in procedures, nor for non-academic reasons such as sports team eligibility, graduation requirements, or personal circumstances.

3.2. Procedural principles:

- 3.2.1. A student may appeal the final course grade.
- 3.2.2. The onus is on the student to explain the academic basis for their grade appeal.
- 3.2.3. The process for adjudicating a grade appeal will be conducted in a timely manner.

Approval Authority	Responsible Office	Effective Date	Date Last Revised	Review Frequency
Academic Council	Vice President Academic	May 26, 2025		

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- 3.2.4. A Level 1 or 2 grade appeal is based solely on the academic merits of a student's work.
- 3.2.5. A grade appeal based on academic merit must be evaluated by a subject matter expert.
- 3.2.6. The instructor has a right to contribute evidence at all stages of the appeal.
- 3.2.7. Students are not permitted representation by legal counsel.
- 3.2.8. All reasonable efforts to adhere to the stated timelines must be made, but all parties recognize that vacation plans and other extenuating circumstances may occasionally make such deadlines impossible. Such delays shall not be used to deny a grade review or form the basis of an appeal, unless the delay is extreme.
- 3.2.9. Reasonable attempts will be made to resolve grade appeals within the timelines necessary for graduation; however, a student may be unable to graduate in their intended timeline if the process cannot reasonably be resolved within these timelines.

3.3. Grounds for a grade appeal:

- 3.3.1. Level 1: Consultation with Instructor
 - The grade was not calculated on all of the work completed and as indicated in the course outline.
 - There was an arithmetical miscalculation of the grade.
 - The student believes a grade has been inaccurately or unjustly assigned.
 - A grade appeal cannot be based on a challenge to the assessment distribution as stated in the course syllabus.
- 3.3.2. Level 2: Review by Area Chair
 - There was an alleged unfair or inaccurate assessment of academic performance.
- 3.3.3. Level 3: Formal Appeal to the Dean
 - A student may appeal the decision of the Chair only if a substantive error in the Level 2 proceedings is alleged, and not on academic performance.
- 3.3.4. The decision reached at Level 3 is final.

3.4. Access to grading rubrics and exam keys:

- 3.4.1. Students have the right to supervised access to grading rubrics, exam and quiz keys, and completed exams which have been graded, provided that the

request is made within 10 days after the grade was entered in the Student Information System.

- 3.4.2. Graded course work retained by an instructor must be retained for one year after the end of the semester in which the work was graded.

4. General Procedures

4.1. Level 1: Consultation with Instructor/Informal Appeal

- 4.1.1. A student who believes a grade has been inaccurately or unjustly assigned must discuss the matter with the instructor before initiating a Level 2 appeal.
- 4.1.2. The student must contact the instructor by email with a request to meet to discuss the matter within 10 days of the grade being made available to the student.
- 4.1.3. The instructor must arrange a meeting with the student within a reasonable time frame, generally no longer than 5 days from receipt of the student email.

4.2. Level 2: Review by Area Chair/Further Appeal

- 4.2.1. If a student is dissatisfied with the decision at Level 1 they may initiate a further grade review process by contacting the Chair, via email, no later than 10 days after their meeting with the instructor.
- 4.2.2. Upon receipt of the email, the Chair (or designate) will:
- Inform the instructor that a Level 2 grade appeal has been initiated.
 - Request from the instructor a copy of the course outline, any exam keys or grading rubrics that are available, and any written instructions provided to students, including due dates and late policies, pertinent to the appeal.
 - Invite the instructor to provide an explanation of the grade and any other information the instructor deems relevant.
 - Advise the instructor that they are required to provide this information within 5 days of the request.
- 4.2.3. If the Chair is also the instructor responsible for the grade in question, the form shall be conveyed to the Dean, who may conduct the review themselves or designate a member of Faculty to do so.
- 4.2.4. The Chair (or designate) will re-evaluate the work and assign a grade based solely on its academic merit and with consideration to the materials provided by the instructor.

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- 4.2.5. If the Chair (or designate) is not a subject matter expert, they will appoint an appropriate expert to re-evaluate the work.
 - The Chair will make all reasonable attempts to ensure the student remains anonymous to the subject expert.
 - The Chair will not change the grade assigned by the subject expert.
- 4.2.6. The Chair (or designate) and/or subject matter expert are not permitted to alter the grading rubric or exam key in a way that would cause the student to be evaluated differently than other students.
- 4.2.7. The grade assigned by the Chair (or designate) may be higher, lower, or equal to the original grade.
- 4.2.8. If the grade has changed, the Chair's (or designate's) decision must be submitted using the Grade Change Form with the Chair's (or designate's) signature which will be returned to the Registrar's Office along with additional comments or documentation (as appropriate) no later than 10 days after receiving the request for a review.
- 4.2.9. The Chair (or designate) will notify the student, in writing, of the decision.
- 4.2.10. If the grade is being changed, a Grade Change Form must be submitted to the Registrar's Office to initiate the grade Change.
- 4.2.11. The Chair (or designate) will notify the student and instructor in writing, of the decision.

4.3. Level 3: Appeal to the Dean/Formal Grade Appeal

- 4.3.1. If a student believes a substantive error was made during the Level 2 proceedings, they may file a Formal Grade Appeal Request form to the Registrar's Office no later than 10 days after receiving the Level 2 decision.
- 4.3.2. The Registrar's Office shall provide the Dean with the Formal Grade Appeal form within a reasonable time frame, generally no longer than 5 days from receipt of the student email receipt of its submission.
- 4.3.3. If the Dean was involved in a Level 2 decision, the Registrar shall select another Dean.
- 4.3.4. The Dean will request that the Chair provide all supporting documentation within 5 days of receipt of the form.
- 4.3.5. Upon receipt of the Formal Grade Appeal form, the Dean will determine the validity of the grounds for the appeal.
 - If the Dean determines there are no grounds for an appeal, they shall rule the decision at Level 2 is final.

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- If the Dean determines there may be grounds for the appeal, they shall form a Formal Grade Appeal Committee to adjudicate the appeal.
- 4.3.6. The Formal Grade Appeal Committee shall consist of the Dean, who shall be the Committee Chair, the Registrar, a student selected by the Students' Association, and two faculty members selected by the Dean. The student and faculty members shall have no prior knowledge of the dispute nor have a real or perceived conflict of interest.
 - 4.3.7. The Formal Grade Appeal Committee will be convened no later than 20 days after receipt of the Formal Grade Appeal Form by the Registrar.
 - 4.3.8. The Formal Grade Appeal Committee has the authority to take any action it feels is appropriate in adjudicating the grade appeal.
 - 4.3.9. The decision of the Formal Grade Appeal Committee must be recorded on the Formal Grade Appeal form by the Dean who will return to the Registrar's Office along with additional comments or documentation (as appropriate) no later than 25 days after receiving the request for a Formal Grade Appeal.
 - 4.3.10. The Dean will notify the student, instructor, and Area Chair, in writing, of the decision of the Grade Appeal Committee within 5 days of the decision.