

GRADE APPEAL

This policy outlines the governing procedures for student appeals of individual marks and final grades. If appealing a final grade, a student may focus on one or more individual assignments or assessments that they believe was not properly assessed. Students have the right to appeal final grades when they believe the stated evaluation criteria for the course have not been properly or consistently applied; evaluation criteria were unclear or were not specified; the grade was assigned on a basis other than evaluation of the student's required coursework, or the final grade was miscalculated. All parties to an appeal have the right to a timely, fair and equitable process for resolving concerns over grades.

A concern with a grade should be resolved informally with the instructor where possible, and otherwise at the earliest possible step in the Grade Appeal Policy. A mark or final grade may be raised, lowered or remain the same as the result of the appeal. Students have the right to continue their studies while a grade appeal is in process, except where the student's continued participation in a course or program would impede the learning or safety of the student or other parties. A student who continues in any course or program that required prior completion of the course under review will be required to withdraw from the course or program should the grade appeal be unsuccessful.

The Grade Appeals Process

The student is given the opportunity to resolve a concern regarding the marking/grading of any course work or assessment returned by the instructor or any posted final grade through an informal resolution process with the instructor. A student may also appeal the grades, published through MySprottShaw, for the previous four-week period with the instructor(s). Grades are compared first to the attendance/marking sheet to eliminate input error. If successful, the instructor will change the mark/final grade on the in the My Sprott Shaw Instructor Portal, which in turn will update the student's overall grade on their interim transcript.

If the student is dissatisfied with the results of the informal resolution, the student may then follow the steps outlined in the Dispute Resolution Policy, beginning with a written statement to the Campus Director regarding the nature of the appeal, an appropriate rationale for the appeal, a summary of events that resulted in the appeal as well as the reasons why the mark/grade should be changed. As part of the Director's investigation, they may have a senior Instructor for the course/program review all submitted course work and assessments in order to provide a fair and impartial decision.