

Final Grade Appeals

1. Once final grades have been assigned and transcripts issued, a student with evidence that an incorrect or inappropriate grade had been assigned should make every attempt to resolve the matter with the course instructor. A student may seek a grade appeal on the following basis:
2. Clerical errors made in calculating the final grade;
3. Standards or criteria used to determine the grade were inconsistent with the Course Outline approved by Academic Board or the course syllabus distributed at the beginning of the semester/session;
4. Standards or criteria used to determine the grade were inconsistent with those applied to other students in the course; and assignment of the grade was based on factors other than the student's academic performance.
5. If the student and the instructor are unable to resolve the matter, the student should submit a completed Final Grade Appeal Form along with proof of payment for the Grade Appeal to the Academic Dean within one regular semester of the posting of the final grade. The Academic Dean's written decision will be rendered within 10 working days of receipt of the Appeal.
6. If the student is dissatisfied with the Academic Dean's decision they may appeal the decision by forwarding a copy of the Final Grade Appeal Form and the Dean's decision to the Executive Director within 5 working days of the decision. The Executive Director's written decision will be rendered within 10 working days. The appeal to the Executive Director is the final step.

GRADE RECORDS

Course grade records (the forms on which final grades are recorded for a specific class) are confidential College records which must be maintained for at least five years after the end of the semester/session. The Academic Dean is responsible for identifying an appropriate storage location. Copies of these records are maintained in the Registrar's Office in a fire proof cabinet. Only the Executive Director/Academic Dean and Registrar will have access to these documents once they have been released by the instructor.

COURSE REPEATS

1. Students may repeat any College course, including courses from which they have withdrawn. If a course is repeated, the last grade achieved will be used to compute the College grade point average. The series of repeats and grades is retained on the student's academic record (transcript).
2. Students may repeat a course if it has been approved by Academic Board for repeat credit. This applies to courses designated as "May be repeated for credit" in the College catalogue which also lists the maximum credit limitation or the maximum number of times a course may be repeated for credit.
3. Students may repeat courses they have failed.
 1. A student who fails a course three times must seek permission in writing to repeat the course from the Academic Dean (*see policy on failure – 14, and academic probation*)