

GRADE APPEAL POLICY

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Policy Information & Responsibilities

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Administrator Responsible: Academic Manager

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Erin Kourelis

Erin Kourelis – Director, Academics

1. Policy

At Hanson College BC, hereinafter Hanson, the process of evaluation culminates in the awarding of a final grade in each course in which a student is registered. The assumption is made that the final grade was assigned through an equitable and accountable process in terms of stated course objectives. There are, however, occasions when this process is, or is perceived to be, neither fully realized nor documented. In such a situation, a student is allowed the opportunity to obtain a formal review of his/ her final grade on pre-defined legitimate grounds through a Grade Appeal (*'Grade Review'*) procedure.

The review procedure must provide a forum wherein the integrity of the faculty – student relationship must be ensured.

Hanson's policy regarding confidentiality of records applies to the grade review procedure.

2. Faculty-Student Resolution

Students should first speak to the instructor of the course from which the unsatisfactory grade was assigned in order to reach a resolution, before speaking with any administrative staff.

However, if a resolution cannot be made between a student and the instructor, then the student is entitled to the opportunity to obtain a formal review of his/her final grade on pre-defined legitimate grounds through a Grade Appeal (*'Grade Review'*) procedure led by the Academic Department.

3. Grounds for Formal Review

- 3.1. A formal review by the Academic Department will be held if the student has already appealed to his/her instructor regarding his/her grade(s) and if no satisfactory resolution has been met between the faculty member and student.
- 3.2. Student have a maximum five (5) business days after the grade has been posted to formally appeal to the Academic Department.
- 3.3. The formal grade review procedure applies to a final grade only.
- 3.4. In order to establish equitable and objective grounds upon which to approach the review, the Academic Department must be able to review data that is measurable, namely:
 - 3.4.1. The stated method of evaluation (in terms of course objectives) for the course in question;
 - 3.4.2. The manner in which this method of evaluation was applied;
 - 3.4.3. Clear and concise documentation on how the grade was assigned.
- 3.5. Problems such as personality conflict or harassment must either relate directly to the bases described above or dealt through other vehicles such as Hanson's Code of Conduct.
- 3.6. If a student challenges a single item such as a test, report, essay, or paper during the term, the Director, Academics or designate will direct with this at his/her discretion.
 - 3.6.1. This may involve designating himself/herself, a faculty member, or outside expert to re-read the paper and grade it independently.
- 3.7. The decision reached by the Director, Academics or designate, in consultation with the content expert, is final.

4. Prerequisite Courses

- 4.1. Where the course reviewed is prerequisite to a course in the subsequent semester, and where the challenged grade in the prerequisite course is “F”, the student may register and attend classes in the subsequent course until the review has been completed.
- 4.2. If the review results in no changes to the reviewed grade, the student must withdraw from the subsequent course (unless that prerequisite is waived).

5. Procedures

5.1. Application

- 5.1.1. Within 21 days of the posting of final semester grades, a student wishing to appeal a grade must state in writing to the Director, Academics or designate, the following information:
 - The course and grade being appealed
 - Reason(s) for appeal (these must relate directly to the acceptable grounds for review)
- 5.1.2. The Director, Academics or designate should advise students who need assistance in documenting their request to seek it from a faculty member or a Student Services Officer.
- 5.1.3. Immediately upon receipt of this request, the Director, Academics or designate will advise the student to discuss his/her concerns with the faculty member teaching the course to see if the question can be settled without the formal procedure.
- 5.1.4. Once the student has indicated this has been done and still wishes to proceed, the Director, Academics or designate will confirm that the review is to be undertaken on a formal basis.
- 5.1.5. Once the request is formalized, the Director, Academics or designate will ensure that both student and faculty receive copies of the procedure.

6. Grade Review Decision Timeframes

- 6.1. The Director, Academics or designate will be responsible for writing and communicating the decision of the Academic Department.
- 6.2. In documenting the Academic Department’s decision, any constructive comments offered to the teacher/instructor will be communicated to him/her.
- 6.3. The Director, Academics or designate will summarize as appropriate the Academic Department’s reasons for its decision and communicate these to the appropriate parties.
- 6.4. The decision of the Academic Department shall be rendered within ten (10) business days.