

5. Procedure

- 5.1. When an instructor/administrator finds evidence of a student's bargaining, the instructor/administrator should first refer the student to this policy.
- 5.2. Every student found to be engaging in bargaining for grades will be issued a written warning against the same
- 5.3. If the student persists despite this warning, the instructor/administrator should report this issue to the Academic Advisor. The Academic Advisor should email the student a behavioural penalty consisting of behavioural probation, up to and including suspension from the college. Penalties will be determined at the discretion of the Academic Department.
- 5.4. Students are cautioned if they are engaging in bargaining, and or repeated requests to faculty for grade altering, they may be subject to penalties, including expulsion.

6. Repeated Electronic Requests

Electronic communication, emails and messaging are avenues to contact faculty for opportunities to enhance your education. As the number of communication forms increase in an online environment, students are reminded to remain professional and respect boundaries if they contact faculty. When you are making a request to a faculty to review your grade, wait for a response back before you repeat your request, and respect the response given. Alternatively, you can submit a formal appeal.

7. Related Policies

1. Academic Integrity Policy
2. Academic Grievance Policy
3. Dismissal Policy
4. Student Appeal Policy
5. Grade Appeal Policy

Grounds formal review are outlined in the Grade Appeal Policy. To do so, you will need to submit your appeal in writing (see policy) following the return of the graded assignment.