

GRADE APPEAL POLICY

Policy Statement

At Hanson College, hereinafter called ‘Hanson’, the process of evaluation culminates in the awarding of a final grade in each course on 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 the final grade on pre-defined legitimate grounds through a 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.

Faculty-Student Resolution

Students should first speak to the instructor of the course, from which the unsatisfactory grade was assigned to resolve, 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 the final grade on pre-defined legitimate grounds through a Grade appeal procedure led by the Academic Department.

Grounds for Formal Review

A formal review by the Academic Department will be held if the student has already appealed to the instructor regarding the grade(s) and if no satisfactory resolution has been met between the faculty member and the student. Students have a maximum of five (5) business days after the grade has been posted to formally appeal to the Academic Department. The formal grade review procedure applies to a final grade only.

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:

- The stated method of evaluation (in terms of course objectives) for the course in question.
- How this method of evaluation was applied.
- Clear and concise documentation on how the grade was assigned.
- Problems such as personality conflict or harassment must either relate directly to the bases described above or be dealt with through Hanson’s Code of Conduct.

- If a student challenges a single item such as a test, report, essay, or paper during the term, the Academic Administrator, or designate will direct this at his/her discretion.
- This may involve designating himself/herself, a faculty member, or an outside expert to re-read the paper and grade it independently.
- The decision reached by the Senior Academic Administrator or designate, in consultation with the content expert, is final.

Appeal Procedures

Within a maximum of five (5) business days of the posting of the grades, a student wishing to appeal for a grade must submit a written request to the Academic Administrator, specifying the course/module and grade being appealed and the reasons for the appeal. Transitioning to the next step, the student must attempt to resolve the issue informally with the instructor before proceeding with a formal appeal. If the informal resolution fails, the Academic Administrator will initiate the formal Appeal Review process.

Grade Review Decision Timeframes

Committee Members: The Review Committee will consist of three members: one expert in the subject area, one instructor, and one Academic Administrator.

Role of the Review Committee: The committee will interview the students and faculty independently, review the documentation, and determine the appropriateness of the original grade. The committee's decision is final and will be communicated within (5) business days to all parties. This will be considered a Final Appeal Resolution Render.