

**AC.3.1.1 Grading and Progression – Credit Courses
Schedule C: Formal Grade Appeal Process**

Who	What	When
Student Instructor Academic chair/coordinator	<ol style="list-style-type: none"> 1. A student who disputes a final grade shall first discuss the grade with his/her instructor. 2. If the student is not satisfied with the outcome of the discussion with his/her instructor or is unable to contact his/her instructor, and wishes to pursue the matter further, the student may discuss the final grade with the academic chair/coordinator responsible for delivering the course. 3. Where applicable, the academic chair/coordinator responsible for delivering the course shall keep the program academic chair/coordinator informed of the discussion with the student. 	All three steps must be completed within 20 calendar days of the end of the course
Student	<ol style="list-style-type: none"> 4. If the student is not satisfied with the outcome of the discussion with the academic chair/coordinator, he/she may request a formal appeal of his/her grade by submitting a written request to the Office of the Registrar and paying the grade appeal fee. 5. A separate appeal and fee are required for each grade appealed. 6. The appeal request shall state the grade appealed and the student's rationale for the appeal. 	Within 30 calendar days of the end of the course

Office of the Registrar	7. The Office of the Registrar shall notify the dean or designate and the academic chair/coordinator responsible for delivering the course of the formal appeal request.	Within two business days of receiving the appeal request from the student
Dean or designate	<p>8. The dean or designate responsible for delivering the course shall consider the student's appeal request, and shall decide whether the appeal can be considered by way of a documentation review or whether a formal face-to-face meeting with the student is required.</p> <p>9. Where possible, the basis for re-evaluation of the final grade shall be the same work used to determine the original grade. The instructor re-evaluating the work shall not be the same instructor who originally evaluated the work. The dean or designate shall, to the greatest extent possible, ensure that the instructor re-evaluates the work without reference or access to the grade, comments, etc. originally assigned to or marked upon that work.</p> <p>10. In situations where the nature of the work, such as workplace experiential learning, laboratory or other types of performance work, precludes its availability, the dean or designate shall decide the basis for re-evaluation.</p> <p>11. If the dean determines that the appeal requires a formal face-to-face meeting with the student, the student is entitled to bring the SAITSA vice</p>	

	<p>president, academic or designate to the hearing for advice and support.</p>	
Dean	<p>12. The dean shall advise the student in writing of the appeal decision, which may be:</p> <ul style="list-style-type: none"> a) no change to the final grade; b) a higher final grade; or c) a lower final grade. <p>13. The dean shall send a copy of that written communication to the instructor, academic chair/coordinator, and registrar.</p> <p>14. The dean’s decision is final and binding. The dean shall advise the student in writing of the appeal decision. A student who accepts a method to remedy a course deficiency, and who is not successful, is not eligible to appeal the original grade. Likewise, a student who is unsuccessful in appealing a grade will be unable to request a remedy of course deficiency.</p>	<p>Within ten business days of the Office of the Registrar notifying the dean of the appeal</p>
Office of the Registrar	<p>15. If the decision results in a higher final grade for the student, the Office of the Registrar shall refund the grade appeal fee to the student and the student’s final grade will be adjusted accordingly. If the decision results in the same or lower final grade for the student, he/she shall not receive a refund of the grade appeal fee.</p>	