

<b>Title: Revision to Grades</b>	<b>Number: 4.26.0710.1</b>
<b>Approved by the Board of Governors</b> <b>Date: July 05, 2010</b>	<b>Implementation</b> <b>Date: August 01, 2010</b>
<b>History:</b> <b>Scheduled Review Date: 2013</b>	<b>Origin:</b>

**Rationale:**

The College recognises that circumstances exist in which grades may require revision and has put in place a policy whereby faculty can make necessary changes to grades that have already been recorded.

**Policy**

Grades are due within seven calendar days after the close of the regular scheduled examination period at the end of each respective semester under normal circumstances. Grades shall be validated and made official by the Academic Dean. Once the grades are recorded as official, grade reports or transcripts are issued from the Registry.

In cases where an error has been made and a revision is needed, the lecturer must complete a change of grade form and attach a written statement of the facts in the case for submission to the Academic Dean. A copy of the statement is forwarded to the Registry, and should be placed in the student’s file. This new information should be the basis for a corresponding correction in the record. Grades will not be revised after the end of the ensuing semester following the semester in which the examination was given.

Grades of ‘I’ become ‘I/F” if the student does not submit outstanding work of a satisfactory level within one semester after the end of the course.

Should a student wish to challenge his or her grade, he or she must follow the Academic Appeal process.

**ACADEMIC APPEAL:** Students who believe they have been unfairly graded in a course or that they deserve an adjustment in their academic status may appeal using the outlined process.

**ACADEMIC APPEAL PROCESS**

1. The student complaint of unfair grading will be addressed through a series of informal conference(s) until the complaint is resolved. The order of the

conferences is as follows: (1) the student and the faculty member; (2) the student, the faculty member, and the Academic Head; (3) the student, the Academic Head, and the Academic Dean. The conferences shall be held expeditiously.

2. If the conferences fail to resolve the dispute, the Academic Dean shall uphold the grade unless there is compelling evidence that warrants overturning the faculty member's decision.
3. Either the faculty member or the student may appeal the decision of the Academic Dean to the Academic Review Board (See Student Handbook). Notice of appeal must be submitted to the Academic Dean in writing within five (5) college business days after receiving notice of the decision.

The Academic appeal process should be completed within the semester following that in which the grade was given in order to comply with the deadline for accepting grade revisions by the Registrar's office. **Final examination scripts are the property of the College and shall not be returned to the student. However, all students have the right to view their graded final examination scripts.**