

COLLEGE POLICY

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| POLICY TYPE: | ACADEMIC |
| POLICY TITLE: | Grade Appeals |
| POLICY #: | ACAD - 111 |
| RESPONSIBILITY: | Vice-President, Academic |
| POLICY APPROVED BY: | Durham College Leadership Team |
| EFFECTIVE DATE: | November 2008 |
| REVISED: | |
| REVIEW DATE: | November 2011 |

Introduction

Grades represent the level of student mastery of course requirements. From time to time, a student may believe that an inappropriate grade has been assigned. The existence and impartial operation of a grade appeals system affords recourse to students regarding assessment of their academic performance.

Purpose

This policy outlines the structure by which students, staff and faculty address complaints related to grading.

Definitions

Formal Appeal refers to the convening of a panel for the final disposition of a dispute about grading.

Informal Appeal refers to the initial dialogue, verbal and/or written, between a student, faculty and program dean and/or designate to resolve a complaint about grading.

Policy Statements

1. Grades shall be assigned uniformly and impartially, in keeping with stated evaluation criteria noted in the published course outline.
2. Students have the right to appeal a decision that affects their academic standing or progress, including interim grades, tests, assignments and final grades.
3. Grades are presumed accurate and appropriate at all stages of the appeal process; it is a student responsibility to demonstrate otherwise.
4. Appeals shall be based on errors in or misapplication of course requirements or college policies.
5. All grade appeals shall be considered individually.
6. The grade appeal process shall be phased, expeditiously administered using prescribed timelines and include informal, then formal, opportunities for resolution.

7. It is a student responsibility to initiate each phase of the appeal process.
8. Fees shall be levied to initiate a formal grade appeal hearing.
9. Only one course may be appealed per formal grade appeal hearing.
10. The panel for a formal grade appeal shall consist of one academic appeals chair; one dean or designate from another program or service area; the 'Your SA' president or designate and; two faculty members.
11. The outcome of a formal grade appeal shall be documented and communicated to all affected parties, and retained as precedent in the Office of the Vice-President, Academic.
12. The mission, vision and values of Durham College will be the basis for the implementation and enforcement of this policy.

Roles and Responsibilities

It is the responsibility of the Vice-President, Academic to ensure this policy is fully implemented.

A detailed description of roles and responsibilities relating to this policy is provided in the Grade Appeals Procedure.

Non-compliance Implications

Not Applicable.

Related Procedures

Grade Appeals Procedure
Grading and Promotion Procedure
Graduation Procedure
General Education Procedure

Related Policies and Directives

Ministry of Training, Colleges and Universities - Minister's Binding Policy Directive on Frameworks for Programs of Instruction
Board of Governors' Policies: Section IV, Executive Limitations: Programs of Instruction
Grading and Promotion Policy (ACAD – 112)
Graduation Policy (ADMIN – 209)
General Education Policy (ACAD – 103)