

Policy Information	
Policy No:	E-1.20
Approved by:	Education Council
Approval Date:	October 13, 2020
Date of Next Review:	October 2025

GRADE APPEAL POLICY

Policy Statement

The policy and related procedures affirm the right of every student to appeal a final grade.

Purpose / Rationale

The purpose of this policy is to provide a process for students who have reason to believe that they have grounds to appeal their final grade or their removal from a clinical or lab/shop placement. The appeal must be of sufficient substance to warrant a review. Dissatisfaction with or disagreement about a final grade does not constitute sufficient grounds for an appeal.

The grounds for appeal at an Instructor and/or Educational Administrator Level are limited to one or more of the following:

- a. The course objectives have not been adhered to or were not provided and/or;
- b. The evaluation criteria have not been applied according to the Grading and Evaluation of Student Performance Policy E-1.22 and/or clinical placement protocols and/or;
- c. The evaluation criteria have not been applied to some or all of the work in the course in a reasonable, fair and just manner; and/or;
- d. A procedural error related to grade calculation was made (e.g. instructor lost assignments, calculation errors).

The grounds for appeal at an Executive Level are limited to:

- a. The procedures outlined in this policy were not followed by the original decision maker(s) and this has resulted in the student not receiving a fair hearing; and/or;
- b. Relevant evidence has become available that was not reasonably available at the time of the original decision and there is a strong probability that the evidence would have a significant effect on the decision.

Scope / Limits

This policy applies to all students enrolled in College of New Caledonia courses and programs. This policy applies to either a final course grade or to clinical situations where a student is removed from a clinical setting, or a student receives a failing grade in a clinical course.

Principles/Guidelines

1. The College is committed to the provision of a fair and timely appeal process through which student concerns regarding final grades or removal from clinical settings can be addressed.
2. Students shall have access to a multi-stage process for appealing a decision regarding a final grade or removal from a clinical setting.
3. A student can withdraw their appeal at any stage of the appeal process prior to receiving a final decision. If the student withdraws the appeal, the matter will be considered closed and no further appeal shall be allowed with respect to the same matter.
4. Students are encouraged to seek relevant process and/or personal support during the appeal process. Some of the services available are the CNC Students' Union, the Aboriginal Resource Centre and International Education.
5. Timelines must be met by the student in order to move the appeal forward. All reasonable efforts at either the Instructor level, Educational Administrator level, or Executive level, will be made to ensure the timeline of the appeal process is met. Where this is not possible, the student will be informed of the delay and given an estimate of the revised timeline.
6. The results of an appeal may include raising the grade, lowering the grade or maintaining the same grade depending on the findings of the appeal process.

Definitions

Refer to the Grade Appeal Procedures for definitions.

Legislative References

College and Institute Act Sections: 24 (2) (e)

Links to Other Related Policies, Documents and Websites

[CNC Policy Webpage](#)

Grade Appeal Procedures Document

Grading and Evaluation of Student Performance Policy E-1.22

Student Complaint Resolution Policy E-1.27

Grade Appeal Instructor Level Resolution Form

Grade Appeal Educational Administrator Level Resolution Form

Grade Appeal Executive Level Resolution Form

Notice of Appeal Process Form

Policy Amendment Log

Amendment Number:	Date:
0	November 1990
1	October 2020
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