



<b>SUBJECT</b>	<b>Appeal Of Grades</b>
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**BACKGROUND**

Northern College is committed to carrying out its academic evaluation responsibilities to its students as fairly and in as timely a manner as possible.

**POLICY**

Since it is the intent of the College that any differences of opinion regarding grades/evaluations be resolved as quickly as possible, the College will ensure that a mechanism is in place for the students to appeal their grades/evaluations.

**Note: Only students in good financial standing (no money owing or having established an appropriate financial plan with Student Services) have the right to formally appeal academic evaluations and be given an *Academic Appeal Form*.**

**PROCEDURE**

Students use this procedure in the following situations:

1. To appeal a mark or evaluation received for any work performed.
2. To appeal a final grade for one or more courses or for a clinical or workplace evaluation.

For the application of this procedure, it is assumed that:

1. Students receive grades and/or evaluations at scheduled times during the school term.
2. Students receive transcripts and other information via the internet or mailed to them at their addresses on file with Student Services within six working days of production.
3. Students have acted within the time frames set out in this policy.

**A. GRADES/EVALUATIONS ATTAINED DURING THE COURSE OF THE SEMESTER**

Students may appeal grades and evaluations received from tests, projects and assignments, fieldwork/practicum/co-op evaluations by using the following procedure.

Appeals will be heard on individual cases. In cases where the student is appealing more than

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	one evaluation, each will be treated as a separate appeal.
Step 1	If a student feels that he/she has grounds for an academic appeal, he/she must arrange for an informal consultation with the professor within five (5) working days of receiving the grade. If the discussion does not resolve the disagreement, the student shall proceed to Step 2.
Step 2	Within five (5) working days of an unsatisfactory resolution at Step 1, the student must make a formal appeal by completing an Academic Appeal Form obtained from the Program Coordinator. The student shall request a review or an explanation of the grade or evaluation. If the review or explanation does not resolve the disagreement, the student shall proceed to Step 3. <b>Regardless of the outcome, the student must complete the Academic Appeal Form.</b>
Step 3	<p>Within three (3) working days of non-resolution from Step 2, the student must deposit the \$20 appeal fee with Student Services and refer the matter to the Associate Regional Director/Director. After ensuring that all preliminary steps have been followed, the Associate Regional Director/Director (or managerial designate) will refer the matter to the appropriate Executive Regional Director (or managerial designate). The appeal fee will be returned to the student if the student's appeal is upheld.</p> <p>The Executive Regional Director (or managerial designate) within five (5) working days will set a date for the appeal to occur. The Executive Regional Director (or managerial designate) who will be the final arbitrator on all appeals, shall make and communicate a final and binding decision within three (3) working days of the hearing.</p> <p>The parties agree that the student and the faculty member shall have access to all documentation within two (2) days prior to the hearing.</p> <p>A student who wishes to contact an Associate Regional Director, Executive Regional Director, or Director (or managerial designate) at an off-site location will be allowed to do so by telephone through any Department of Student Services.</p> <p>The student and staff involved will be present during the presentation of testimony. If the student wishes, he/she may be accompanied and counselled/ advised by a student, by a peer, or College Advisor. Faculty members may also be accompanied by a peer/union representative. In all cases, a list of participants must be provided to the Executive Regional Director (or managerial designate) at</p>

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<p>least three (3) days prior to the scheduled hearing date.</p> <p><b>Note:</b> Notification of legal counsel representation must be made in writing, five (5) working days prior to the scheduled hearing, to the President of the College. The President may reschedule the hearing and/or alter the process to accommodate this situation.</p> <p>The deliberations of the Appeals Hearing will be considered privileged and as such will not be recorded.</p> <p>The following procedures will be used by the Executive Regional Director (or managerial designate) during the hearing:</p> <ol style="list-style-type: none"> <li>a. All documentation and other submissions will be made available at the time of the hearing.</li> <li>b. The student will present an opening statement which will outline the basis of the appeal. The student will be allowed to present this statement without interruption: he/she may present the documentation that had been sent to the Executive Regional Director and witnesses.</li> <li>c. The staff member will be given the opportunity to question the testimony and to further examine any documentation that has been introduced and ruled as relevant and admissible.</li> <li>d. The staff member may make a reply without interruption, and may present the documentation that had been sent to the Executive Regional Director and witnesses.</li> <li>e. The student will be given the opportunity to question the testimony and to examine any documentation that has been introduced and ruled as relevant and admissible.</li> <li>f. The Executive Regional Director (or managerial designate) may question the student, the staff member, the witnesses and the documentation deemed appropriate.</li> <li>g. If any additional information is required, the Executive Regional Director (or managerial designate) will request it from the appropriate sources.</li> </ol> <p>After all testimony has been heard and submissions received, the Executive Regional Director (or managerial designate) will deliberate and come to a decision (or recommendation) without the presence of the student or the staff member.</p> <p>The Executive Regional Director (or managerial designate) will notify the student, staff member, and all other parties involved of the decision within <u>three (3)</u></p>	

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<p>working days and the decision will be considered final.</p> <ul style="list-style-type: none"> <li>* Open Learning students please refer to the Open Learning Policy on Academic Appeals, available from the Open Learning Office.</li> <li>* Timelines may be flexible to accommodate Contact North and Community Based students.</li> <li>* Any decision resulting in a change of grades must be accompanied by a Record of Amendment, which will be forwarded to Student Services.</li> </ul>	
<p><b>B. <u>TRANSCRIPT/SUMMARY OF ACHIEVEMENT</u></b></p>	
<p>Students may appeal final grades on transcripts or final evaluation on workplace evaluations by using the following procedure.</p>	
<p><b>Note:</b> Grades which have been received during the course of the semester are not eligible for appeal at this time.</p>	
<p>Appeals will be heard on individual cases. In cases where the student is appealing more than one course, each will be treated as a separate appeal.</p>	
<p>An appeal of a grade or grades which appear on the transcript or summary of achievement must be submitted within twenty (20) days of issuance of the transcript. (Extension of timelines will be considered only in extenuating circumstances e.g. late mail deliveries, or availability of faculty member.)</p>	
Step 1	If a student feels that he/she has grounds for an academic appeal, he/she must arrange for an informal consultation with the professor within five (5) working days of receiving the grade. If the discussion does not resolve the disagreement, the student shall proceed to Step 2.
Step 2	Within five (5) working days of an unsatisfactory resolution at Step 1, the student must make a formal appeal by completing an Academic Appeal Form obtained from the Program Coordinator. The student shall request a review or an explanation of the grade or evaluation. If the review or explanation does not resolve the disagreement, the student shall proceed to Step 3. <b>Regardless of the outcome, the student must complete the Academic Appeal Form.</b>
Step 3	Within three (3) working days of non-resolution from Step 2, the student must

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<p>deposit the \$20 appeal fee with Student Services and refer the matter to the Associate Regional Director/Director. After ensuring that all preliminary steps have been followed, the Associate Regional Director/Director (or managerial designate) will refer the matter to the appropriate Executive Regional Director (or managerial designate). The appeal fee will be returned to the student if the student's appeal is upheld.</p> <p>The Executive Regional Director (or managerial designate) within five (5) working days will set a date for the appeal to occur. The Executive Regional Director (or managerial designate) who will be the final arbitrator on all appeals, shall make and communicate a final and binding decision within three (3) working days of the hearing.</p> <p>The parties agree that the student and the faculty member shall have access to all documentation within two (2) days prior to the hearing.</p> <p>A student who wishes to contact an Associate Regional Director, Executive Regional Director, or Director (or managerial designate) at an off-site location will be allowed to do so by telephone through any Department of Student Services.</p> <p>The student and staff involved will be present during the presentation of testimony. If the student wishes, he/she may be accompanied and counselled/ advised by a student, by a peer, or College Advisor. Faculty members may also be accompanied by a peer/union representative. In all cases, a list of participants must be provided to the Executive Regional Director (or managerial designate) at least three days prior to the scheduled hearing date.</p> <p><b>Note:</b> Notification of legal counsel representation must be made in writing, five (5) working days prior to the scheduled hearing, to the President of the College. The President may reschedule the hearing and/or alter the process to accommodate this situation.</p> <p>The deliberations of the Appeals Hearing will be considered privileged and as such will not be recorded.</p> <p>The following procedures will be used by the Executive Regional Director (or managerial designate) during the hearing:</p> <ol style="list-style-type: none"> <li>a. All documentation and other submissions will be made available at the time of the hearing.</li> </ol>	

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	<p>b. The student will present an opening statement which will outline the basis of the appeal. The student will be allowed to present this statement without interruption: he/she may present the documentation that had been sent to the Executive Regional Director and witnesses.</p> <p>c. The staff member will be given the opportunity to question the testimony and to further examine any documentation that has been introduced and ruled as relevant and admissible.</p> <p>d. The staff member may make a reply without interruption, and may present the documentation that had been sent to the Executive Regional Director and witnesses.</p> <p>e. The student will be given the opportunity to question the testimony and to examine any documentation that has been introduced and ruled as relevant and admissible.</p> <p>f. The Executive Regional Director (or managerial designate) may question the student, the staff member, the witnesses and the documentation deemed appropriate.</p> <p>g. If any additional information is required, the Executive Regional Director (or managerial designate) will request it from the appropriate sources.</p> <p>After all testimony has been heard and submissions received, the Executive Regional Director (or managerial designate) will deliberate and come to a decision (or recommendation) without the presence of the student or the staff member.</p> <p>The Executive Regional Director (or managerial designate) will notify the student, staff member, and all other parties involved of the decision within <u>three</u> (3) working days and the decision will be considered final.</p> <p>* Open Learning students please refer to the Open Learning Policy on Academic Appeals, available from the Open Learning Office.</p> <p>* Timelines may be flexible to accommodate Contact North and Community Based students.</p> <p>* Any decision resulting in a change of grades must be accompanied by a Record of Amendment, which will be forwarded to Student Services.</p>

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