

ACADEMIC REGULATIONS AND POLICIES

Grade Appeal Process

Informal Grade Appeal Process

- 1) You receive an assignment, examination, or final grade that you wish to dispute. You must contact your instructor for clarification within 10 working days of receiving the grade. You are responsible for monitoring posted final grades.
- 2) If you are not satisfied with the clarification provided by the instructor, or if you have made verifiable attempts through the division office to meet with the instructor without success, you may contact the dean.
- 3) Put your concerns in writing to the dean responsible for the course within 20 working days of receiving the assignment or grade. You may ask the Students' Association to help you with the appeal process.
- 4) The dean will meet individually with you and the instructor (and a Students' Association representative and a Faculty Association representative, if applicable), to review all relevant graded work, and documentation, and the pertinent calculations that have contributed to the assigned grade. The dean will respond to you within five working days of the meeting and indicate whether or not consensus has been achieved in relation to the grade assignment.

Most appeals are resolved at this level.



Formal Grade Appeal Process

- 1) Should you feel the matter has not been resolved, you may continue the appeal by submitting the grade appeal form (available at the Registrar's Office) within 10 working days of the date of the dean's response to you. A fee of \$25.00 will be charged. (This fee will be refunded if the appeal is successful).
- 2) The Registrar will forward the appeal form and all other written documentation, to the office of the Vice-President, Academic.
- 3) The Vice President, Academic or designate will form an Appeal Committee composed of a student representative from another program recommended by the Students' Association of MHC, one faculty member from another division recommended by the Faculty Association of MHC and the Vice President, Academic or designate, who will have final approval of the nominees from the respective associations and chair the committee.
- 4) The Appeal Committee will review the written documentation and hear from all parties concerned in the matter, including the instructor and the student. The committee shall make a decision within 20 working days from the date the student filed the appeal with the Registrar. The decision of the committee is final.