

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 Chair of your program.
- 3) Put your concerns in writing to the Chair 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 Chair 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 Chair will respond to you in writing within five working days of the meeting and indicate whether the instructor will make any changes 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 Chair'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 appropriate academic Dean.
- 3) The Dean 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 school recommended by the Faculty Association of MHC and the Dean 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 members will provide advice to the Dean, who will make a decision with respect to the grade assignment. The Dean shall make a decision within 15 working days from the date the student filed the appeal with the Registrar. The decision of the Dean is final.