



PROCEDURE

Procedure Name	GRADE APPEALS <i>New</i>		
Procedure Number	SD 1.4	Approval Date	October 15, 2026
Parent Policy	SD 1.0 Student Rights and Responsibilities		
Procedure Authority	Dean of Student Services/Registrar		
Executive Sponsor	Vice-President, Academic and Provost		
Approved By	Vice-President, Academic and Provost		

1. PURPOSE

Medicine Hat College (MHC) supports student rights through an accessible and respectful process for academic decisions. Impartial and independent academic review and appeal processes promote objective evaluation of academic decisions and consistent application of academic standards.

2. SCOPE

This procedure applies to appeals of final grades and academic assessments that are not related to academic misconduct decisions. Students wishing to appeal an academic misconduct decision should refer to the Academic Misconduct Appeal Procedure.

3. GENERAL

- 3.1 The college is committed to an academic review and appeal process that is timely, transparent, and respectful of all participants, while ensuring academic decisions are reviewed carefully, objectively, and in accordance with established academic standards.
- 3.2 Communication related to formal grade appeals occurs primarily in writing through emails. Students are responsible for monitoring their college email throughout the process.
- 3.3 Students and instructors are expected to make reasonable attempts to resolve the matter in an informal manner when appropriate.
- 3.4 Students and instructors have the right to consult with their respective Associations at any stage and to have association representation during the grade appeal process.
- 3.5 It is assumed that the initially assigned grades are accurate; the burden of proof lies with the student to demonstrate any inaccuracies or errors in assessment.
- 3.6 Decision-makers will review the matter objectively and without bias, considering only information relevant to the established grounds for appeal. Written outcomes will be provided.

4. Grade Appeal Criteria

- 4.1 Grades resulting from an academic misconduct decision cannot be appealed through the grade appeal process. Students must refer to the Academic Misconduct procedure for appeals of this nature.
- 4.2 Grade appeals must be based on one or more of the following grounds.
 - (a) the grading assessment set out in the course outline was not followed
 - (b) the merit of the work was not assessed fairly
 - (c) the final grade was miscalculated

- (d) unforeseen extenuating circumstances affected academic performance (supporting documentation may be required)

5. Grade Appeal Process

5.1 Step One: Grade Review

- 1) To initiate a grade review, students must request to meet with the instructor within five working days after the grade is assigned. The meeting request should indicate that the student is seeking a grade review under this procedure. The meeting may take place in person, by phone, or virtually.
- 2) The issue may be resolved through an informal clarification conversation at this stage.
- 3) If there is a change to a final grade, the instructor will complete a change of grade form.

5.2 Step Two: Initial Grade Appeal

- 1) If the student is unable to resolve the concern through Step One, they may request a review from the associate dean within fifteen working days after the grade is assigned. The request must specify the reasons for seeking review. Requests that do not include the required information will be denied.
- 2) Within five working days, the associate dean will review the information and determine if the review is justified. If the review does not meet one or more of the grounds outlined above the student will be notified in writing.
- 3) If the review is justified, the associate dean will meet with the relevant instructor(s) and the student either in person, by phone, or virtually.
- 4) Reviews will be completed within ten working days. The associate dean will notify the student of the outcome and any resulting changes made to the grade in consultation with the instructor. Reviewed grades may be higher, lower, or remain the same.
- 5) If there is a change in a final grade, the associate dean will notify the Registrar's Office.

5.3 Step Three: Formal Grade Appeal

5.3.1 Formal appeals are generally reserved for final course grades, not term work. In exceptional circumstances, the associate dean may approve escalation to a formal appeal.

5.3.2 Students must exhaust all decision making and review processes at the school level (steps one and two) before submitting an appeal.

5.3.3 To initiate a formal appeal:

- 1) Students must submit a Grade Appeal Form, and all supporting documentation to the Registrar's Office within ten working days of the Step Two decision. An administrative fee will apply but will be refunded if the appeal is successful.
- 2) The Registrar's Office will forward the appeal form, and all documentation to the appropriate academic dean.
- 3) A grade under formal appeal will not normally restrict a student's enrolment in subsequent courses, progression in their program, or participation in graduation-related activities while the appeal is in progress. If the final appeal outcome results in the student not meeting applicable academic requirements, their enrolment, program progression, and/or eligibility to graduate will be affected.
- 4) The dean will establish an appeal committee consisting of
 - a student representative from another program
 - a faculty member from another school
 - the dean

- 5) Committee members are recommended by their respective associations; however, the dean has final approval.
- 6) The dean will act as committee chair.
- 7) The appeal committee will examine all documentation and hear from all parties.
- 8) The student and instructor may be accompanied by a representative from their respective associations during any meetings.
- 9) Committee members will make recommendations to the dean, who will then issue a final determination.
- 10) The decision of the dean may
 - (a) dismiss the appeal, meaning the original grade stands; or
 - (b) allow the appeal and determine a new grade.
- 11) Appealed grades may be higher, lower, or remain the same.
- 12) The dean will notify the student of the outcome and any resulting changes to the grade within 15 working days from the date the student filed the appeal. The outcome notice will include a summary of appeal, the decision, and the reasons supporting the decision.
- 13) The appeal decision is final.
- 14) The dean must notify the Registrar's Office of any required amendments to the student file or transcript.

ORIGINAL COPY SIGNED

Nancy Brown
 Vice-President, Academic and Provost
 Date: October 15, 2026

Additional Information	Location
Grade Appeal Form	Registrar's Office
SD 1.2 Academic Misconduct Procedure	MHC Website/Policy & Procedure SharePoint
SD 1.2 Academic Misconduct Appeals Procedure	MHC Website/Policy & Procedure SharePoint