

Policy and Procedures Manual



Policy #:	2-11
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Final Grade Appeal Policy
Effective Date:	December 21, 2018
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FINAL GRADE APPEAL

POLICY STATEMENT

Valemount College recognizes the right and responsibility of its faculty and staff to assess student performance and impose discipline in appropriate circumstances. The College also recognizes the right of students to be assessed in a manner that is fair, just and reasonable and to have sanctions imposed in proportion to the nature and seriousness of their conduct.

PURPOSE STATEMENT

The purpose of this policy is to provide an appeal process for students who have reason to believe they have been graded unfairly or treated unjustly in relation to discipline by Valemount College. This policy applies to all students enrolled in Valemount College courses and programs. This policy applies to final grades.

GUIDELINES

1. Valemount College is committed to the provision of a fair and timely appeal process through which student concerns regarding final grades can be addressed.
2. Students will have access to a multi-stage process for appealing a decision regarding a final grade. (See Section A below.)
3. A student can withdraw their appeal at any stage of the appeal process. If the student withdraws the appeal, the matter will be considered closed and no further appeal will be allowed with respect to the same matter.
4. Forfeitures of Valemount College awards or credentials will be decided by the College Director and/or Board of Directors and may be appealed within 10 working days of the forfeiture of the Valemount College award or credential.

Section A. Final Grade Appeal Process:

1. The appeal process for a final grade begins with a student-initiated discussion with the Instructor.
2. These discussions must be initiated by the student within ten (10) working days of the official posting of the final grade. If the student is unable to reach the instructor or decision-maker, assistance should be sought through Valemount College staff.
4. The student and the Instructor or decision-maker should discuss fully the basis on which the student believes their grades were incorrectly determined, and to try to determine ways in which his or her concerns may be addressed. These discussions must be concluded within five (5) working days of being initiated. The decision of the Instructor or decision-maker must be made in writing and copied to the College Director and may be forwarded to the Board of Directors.
5. Failing satisfactory resolution at the Instructor or decision-maker level, the student may take their concerns to the next level of authority within the College by raising the matter for full discussion with the College Director within five (5) working days of the instructor's or decision-

maker's written decision. These discussions must be concluded within five (5) working days of being initiated, and the decision of the College Director must be made in writing and copied to the Board of Directors.

6. Failing satisfactory resolution at the College Director level, the student may take his or her concerns to the final level of authority by raising the matter for full discussion with the President of the Board of Directors or designate. These discussions must commence within five (5) working days of the written decision of the College Director and conclude within five (5) working days of being initiated. The President's final decision will be communicated to the student in writing, and a copy of the final decision will be provided to the College Director.

Grounds for a final stage appeal related to Final Grades are:

- a) the course outline has not been followed by the Instructor;
- b) the evaluation criteria have not been applied in a reasonable, fair and just manner.

Reassessment:

1. If a reassessment is deemed appropriate, the College Director shall select a qualified new assessor or assessors who may be external to Valemount College. Steps will be taken to ensure the impartiality of the assessor(s) and, where possible, to ensure the anonymity of the student. The assessor(s) may raise, maintain or lower the student's grade as appropriate. The decision of the assessor(s) is final and binding.

REFERENCES

Program and Course Credentials #2-04

Student Complaint Resolution #2-05

Evaluation of Student Performance #2-06

Student Attendance and Performance in Courses and Programs #2-08