



## Procedures

Policy Name	<b>Grade Appeal</b>		
Policy #	<b>1207</b>	Category	<b>Student Services</b>
Policy Sponsor	<b>Associate Vice-President, Student Services</b>	Previous Revision Date	<b>July 1, 2017</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>July 1, 2023</b>
Procedures Approved by	<b>Provost and Vice-President, Academic</b>	Review Date	<b>See Policy Review Date or as Required</b>

See the related [POLICY](#).

### DEFINITIONS

N/A

### PROCEDURES

Saskatchewan Polytechnic recognizes the right of a student to appeal a grade that they are able to demonstrate is incorrect and does not reflect their performance based on at least one of the following guiding principles:

1. The evaluation criteria do not reflect the course learning outcomes.
2. The evaluation criteria have been applied in an inconsistent or biased manner.
3. The final grade does not align with the results of the individual assessments in the course.

Students are required to follow an informal resolution process first by discussing the matter with the instructor. In cases where an agreement cannot be reached with the instructor or the instructor is unavailable, the student shall present the matter to the program head. In the event the instructor is the program head, students must contact their program academic chair or associate dean's office and request an informal re-assessment by an alternate appropriate instructor(s). If agreement cannot be reached informally, a formal grade appeal may be filed within the stated timelines as described in these procedures.

Regardless of appeal type, informal or formal, the onus of proof resides with the student.

Students retain their registered status in Saskatchewan Polytechnic courses for which the course under appeal is a prerequisite pending the final outcome of the appeal. The exception will be where there is an issue of liability, safety and/or behaviour that interferes with the teaching and learning environment. Saskatchewan Polytechnic may also impose conditions for enrolment on a student while awaiting the outcome of an appeal.

Instructors will provide students with course outlines, evaluation criteria, careful evaluation and timely assignment of appropriate grades. Evaluation criteria at Saskatchewan Polytechnic will reflect course learning outcomes and these criteria will be applied in a reasonable, fair and unbiased manner.

Saskatchewan Polytechnic prohibits reprisals, or threats of reprisals, against students who have raised matters of concern under this policy. Disciplinary action may be taken against any member of the Saskatchewan Polytechnic community engaging in said behaviour.

If students do not initiate an appeal within the deadlines set by this policy, Saskatchewan Polytechnic will consider the matter to be closed.

## **Grade Appeal Process:**

### **1.0 Informal Appeal:**

- 1.1. The student will contact the instructor via email within five (5) academic days of the grade being posted where they believe the grade does not reflect their performance based on one of the guiding principles above. The instructor will re-assess the grade within five (5) academic days of the student's request and render a decision which is to include a rationale for the outcome. A grade re-assessment is a re-evaluation of the grade.
- 1.2. In cases where an agreement cannot be reached with the instructor or the instructor is unavailable, the student may present the issue including their grounds as per the criteria above to their program head within five (5) academic days of the instructor's decision. The student's program head will determine whether there are sufficient grounds for a reassessment. The reassessment will be conducted by the program head or by an alternate instructor from the program and the program head will render a decision within five (5) academic days.
- 1.3. In a case where the course taken was delivered by another program area, the applicable instructor's program head will be asked to participate in the decision-making process. In a case where the instructor is the program head, a re-assessment will be made by one or, if possible, two other instructors with the required expertise. It is the responsibility of the program academic chair or associate dean's office to select the instructor(s) when requested by the student.
- 1.4. The timelines may be extended by mutual agreement. If extension to timelines cannot be mutually agreed upon, the student or program may choose to proceed immediately to a formal grade appeal.

### **2.0 Formal Appeal:**

- 2.1 If the informal appeal process does not resolve the matter to the satisfaction of the student, the student may file a formal grade appeal in writing using the grade appeal form (shown in Appendix A and found at <http://saskpolytech.ca/admissions/resources/documents/Grade-Appeal-Request.pdf>).
- 2.2 The form, and attachments and appeal fee should be submitted to Enrolment Services, located at any one of Saskatchewan Polytechnic's four main campus locations within five (5) academic days of the receipt of the final informal decision.
- 2.3 Enrolment Services will immediately forward the written appeal to the student's program academic chair or associate dean for re-assessment of the grade.
- 2.4 The program academic chair or associate dean will undertake consultations with the student, instructor, program head and other relevant parties or resources to make an informed decision. If the grade appeal is for an Arts & Sciences course or a program course delivered outside of the school, the relevant program academic chair or associate dean will take responsibility for coordinating the re-assessment.
- 2.5 The program academic chair or associate dean will re-assess the grade and make a final decision within ten (10) academic days of Enrolment Services' receipt of the grade appeal

and fee. The academic chair or associate dean will ensure that all relevant parties (student, instructor, program head, and Enrolment Services) are notified of the decision, together with rationale for the decision, by copy of the completed grade appeal request form.

- 2.6 The program head will adjust the appealed grade and the course final grade, if applicable, and advise Enrolment Services.
- 2.7 A grade may stay the same, be adjusted downward or be adjusted upward. If a grade appeal results in an upward adjustment of a grade, the grade appeal fee will be refunded.
- 2.8 Re-assessment by the program academic chair or associate dean is the last step in the process. A program academic chair or associate dean's decision of a grade re-assessment is final and binding.

### **3.0 Timeliness:**

- 3.1 Final grades and grades that contribute to a final grade must be received by a student in time to support their future learning and student success.
- 3.2 Where maximum timelines are defined, every attempt shall be made to shorten the process. In complex cases the appeal process may continue beyond these deadlines; however, the review shall be initiated within the timelines of these procedures.
- 3.3 Timelines may be extended by mutual consent of the student and the respondent but should be as timely as possible.

### **4.0 Students' Association:**

- 4.1 At the written request of a student, Saskatchewan Polytechnic recognizes the Students' Association may act as an advocate for a student during a grade appeal.
- 4.2 Saskatchewan Polytechnic students are required to complete and sign a Consent form (found on the Saskatchewan Polytechnic website) if they wish to permit Saskatchewan Polytechnic to release their personal information to anyone outside Saskatchewan Polytechnic, including the Students' Association. Students are also required to complete and sign a Consent form to authorize Saskatchewan Polytechnic to obtain their personal information from an external party. Completed forms are maintained on file by Registration Services or the program, as applicable. They may be shared with other Saskatchewan Polytechnic employees as required for administrative purposes, for example:
  - authorizing the Students' Association to act on the student's behalf.
  - authorizing a faculty member to share the student's grade appeal information with the Students' Association.
  - authorizing the Students' Association to share the student's grade appeal information with the respective faculty member.

## **5.0 Determining Decision(s)/Outcome(s)**

- 5.1 For the academic grade being appealed, the responsibility is on the student to show that the original grade assignment was not in alignment with the guiding principles.
- 5.2 Appeals are assessed based on the balance of probabilities – whether the evidence shows it is more likely than not that the originally assigned grade is incorrect based on the principles for appeal.