



SUBJECT: Grade Appeal	CATEGORY: Academic – Programming	NO. A-1.10
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PREAMBLE

The purpose of this policy is to assure that grades represent a fair and consistent evaluation of student performance and to provide students with a systematic process to follow relating to the appeal of a grade. The grade appeal process strives to resolve the dispute between the student and instructor in the assignment of a grade in a collegial and timely manner. SIAST supports open communication as the best means to resolve concerns about grades.

POLICY

A registered student may appeal a final grade or grades for work that contributes to a final grade. Students are required to follow an informal resolution process first by discussing the matter with the instructor and program head. If agreement cannot be reached, a formal grade appeal may be filed within stated timelines as described in the procedures. The dean has the final authority to retain the student's current grade or to adjust the final grade.

Students retain their registered status in SIAST courses for which the course under appeal is a prerequisite pending the final outcome of the appeal.

This policy applies to all SIAST post-secondary courses including SIAST Nursing Education Program of Saskatchewan courses and secondary courses offered through the Basic Education Division. Appeals related to unjust, unfair and biased treatment should be addressed through the Student Appeal process (Policy A-2.7).

PROCEDURES

SIAST recognizes the right of a student to appeal a grade which he/she believes is incorrect and does not reflect his/her performance. Instructors will provide students with course outlines, evaluation criteria, careful evaluation and timely assignment of appropriate grades. Evaluation criteria at SIAST will reflect course learning outcomes and these criteria will be applied in a reasonable, fair and unbiased manner. Students have a responsibility to attempt to resolve questions relating to the evaluation of their academic performance through an informal review of their grade with their instructor and program head. In the event that a grade-related matter cannot be resolved informally, the student may pursue a formal grade appeal within the stated

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timelines. The following provides the processes to follow for informal and formal grade appeals.

Grade Appeal Process:

1.0 Informal Appeal:

- 1.1. The student will approach the instructor within five (5) academic days of the posting of the grade or receipt of the grade. The instructor will review the case with the student within five (5) academic days of the student's request to meet to review the grade and render a decision.
- 1.2. In cases where an agreement cannot be reached with the instructor or the instructor is unavailable, the student may present the issue to their program head within five (5) academic days of the instructor's decision. The student's program head reviews the case with appropriate parties and renders a decision within five (5) academic days. In a case where the course is offered by another program area, the instructor's program head will be asked to participate in the decision-making process.
- 1.3. 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 (Appendix A). Details of the appeal should be attached to the form.
- 2.2 The form, attachments and appeal fee should be submitted to registration services within five (5) academic days of the receipt of the program head's decision.
- 2.3 Registration services will immediately forward the written appeal to the student's program dean. The program dean will undertake required consultations with the instructor, program head and other relevant parties. If the grade appeal is for an associated studies course or a program course delivered outside of the division, the student's program dean will take responsibility for coordinating resolution. The program dean's decision is final.
- 2.4 The program dean will ensure all relevant parties (student, instructor, program head and registration services) are notified by copy of the grade appeal form within ten (10) academic days of the date the appeal form and fee were received by registration services.
- 2.5 The program head will adjust the appealed grade and the course grade if applicable and advise registration services.
- 2.6 Although maximum timelines are defined, every attempt shall be made to shorten the process. In complex cases the appeal process may continue beyond these deadlines;

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however, the review shall be initiated within the timelines of these procedures.

- 2.7 Timelines may be extended by mutual consent of the appellant and the respondent but should be as timely as possible.
- 2.8 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.

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 Fax: (306) 933-7226

SIASST Palliser Campus
 Fax: (306) 694-3094

SIASST Wascana Campus
 Fax: (306) 798-1377

SIASST Woodland Campus
 Fax: (306) 953-7160

Students may appeal final grades, or grades for work that contributes to final grades, if they believe the evaluation criteria do not reflect the course learning outcomes, or that the criteria have been applied in an inconsistent or biased manner. Informal resolutions must be pursued before a formal grade appeal can be filed. Although maximum timelines are defined, every attempt shall be made to shorten the process. In complex cases, the appeal process may be extended by mutual consent of the appellant and the respondent. However, the formal review shall be initiated within the guideline below. If a grade appeal results in an upward adjustment of a grade, the grade appeal fee will be refunded.

Student Name: _____ **SIASST ID:** _____

Program Name: _____ **Exam/Assign. Being Appealed:** _____

Course Code: _____ **Course Title:** _____

Student Signature

Date

STEP 1: INFORMAL APPEAL
 In the event of a student-instructor disagreement related to the mark(s) on assignments, labs, quizzes, portfolios, exams or other similar course work, the student will approach the instructor within five (5) academic days of receipt of the mark. **The instructor will review the case with the student within five (5) academic days.**

STEP 2:
 In cases where an agreement **cannot** be reached, the student may present the issue to the program head. **The program head will review the case with the student within five (5) academic days.** (Timelines may be extended by mutual agreement. If an extension to timelines cannot be mutually agreed upon, the student may choose to file a formal grade appeal).

My signature below confirms that I have reviewed the case and the student will file a formal appeal:

Program Head Signature

Date

STEP 3: FORMAL APPEAL
 If the informal appeal process does not resolve the matter to the satisfaction of the student, **the student may file a formal grade appeal request using this form, within five (5) academic days of receipt of the program head's decision. Details of the appeal should be attached to this form, and the form submitted to Registration Services along with the grade appeal fee. Registration Services will immediately forward the appeal to the program dean.**

My signature below confirms that I have received this form and the required fee, and forwarded the form to the program dean:

Registration Services Representative

Date

STEP 4:
 The **program dean** will review and **make a final decision within ten (10) academic days of Registration Services' receipt of the grade appeal and fee.** The dean will ensure that all relevant parties (student, instructor, program head, and registration services) are notified by copy of this form. The program head will adjust the appealed grade, and the course grade if applicable.

Exam/Assign Grade to Remain: **OR** **Adjust Exam/Assign Grade to:** _____
Revised Course Grade (if applicable) _____

Dean Signature

Date

STEP 5:
Final copy of Grade Appeal Request form is then forwarded to Registration Services. If applicable, the revised grade is entered on the student record and the grade appeal fee is refunded.

Dean's Office Copy to: Student Instructor Program Head Reg Services