



Approval Body	Board of Governors
Policy Sponsor	Provost and VP Academic
Policy Administrators	Registrar

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Grading Policy

Purpose

The purpose of this policy is to provide clarity to all stakeholders regarding grading systems at Lethbridge College.

Scope and Limits

This policy applies to employees and students. This policy applies to:

- 1.1. Final Grades in credit courses, Grade Point Average (GPA) and the related academic standing;
- 1.2. Final Grades in not-for-credit courses; and
- 1.3. Academic Credits from alternate sources.

Definitions



Defined terms are capitalized throughout this Policy.

Academic Credits means the credit values or units of learning assigned to each credit course.

Academic Standing means the scholastic standing of a student based on the earned Grade Point Average (GPA).

Appeal Process means the process whereby a student has the opportunity to challenge a decision.

Credit Load means the number of post-secondary credits in which a student is enrolled in a given term.

CTS Course means modules delivered by Alberta secondary schools under Career and Technology Studies.

Degree Audit means activity or output from the activity whereby a student's academic record is reviewed in comparison to the Program /credential requirements

Final Grade(s) means grades earned for each course/module at the end of each term verified by the Registrar.

Grade Point Average (GPA) means the standard average measure of performance used to determine (but not limited to) academic standing, eligibility for awards, eligibility for athlete participation, honour status, and foreign student work permit eligibility.

Learning Management System (LMS) means a software application for the administration, documentation, tracking, reporting and delivery of curriculum online (e.g. Canvas, Blackboard, Desire2learn, etc.).

Not-for-credit Course means a course that carries no credit weight or credit value and does not impact a student's academic GPA (Grade Point Average).

Prior Learning Assessment (PLA) means the assessment or evaluation of prior learning, which is not recognized through transfer credit.

Program (graduation eligibility) GPA means the GPA includes all eligible grades attributed to the credential. This GPA displays on the Degree Audit output and is used to determine eligibility for awarding the credential.

Supplementary Credit Course means a course that carries no credit weight or credit value and does not impact a student's academic GPA (Grade Point Average). These courses are not approved by Academic Council and are reported to Alberta Advanced Education and Technology and generate FLE's (full load equivalents) for the institution.

Term GPA means the GPA is term specific and includes activity within a term of study. This GPA displays on the student record (Transcript).

Transcript means a permanent printed or electronic comprehensive and verifiable record of the student's registration including the time frame during which the activity took place along with the level of achievement/grades as applicable.

Transfer Credit means credits awarded at Lethbridge College for credit courses completed at other post-secondary institutions or through the completion of accepted Alberta secondary school CTS modules.

Unspecified Credit means credits awarded for courses completed at other institutions for which no equivalent course exists at Lethbridge College.

Policy Statements

1. The Lethbridge College Registrar's Office maintains Transcripts for all registered students.
2. Alpha grades and other grade symbols are used to indicate student performance on the academic credit Transcript. The standard provincial 4.00 grading system is used to indicate performance based on the alpha grade. Lethbridge College uses a weighted Grade Point Average (GPA) calculation to measure individual student average performance and academic standing.
3. Lethbridge College uses alternate grading symbols to record performance in courses such as not-for-credit.
4. In addition to gaining Academic Credits through the successful completion of credit courses offered by Lethbridge College, students admitted into Programs may gain academic credit through other means such as Transfer Credit and prior learning assessment.
5. Students have the right to a formal appeal process for Final Grades.

Policy Appendices

Appendix A Grading Procedures

Policy Standard Operating Procedures (SOPs)

none

Legislated References

none

Other References

none

Related Lethbridge College Policies

[Academic Calendar](#)

[Academic Program](#)

[Admissions](#)

[Assessment](#)

[Course Outline Standards](#)

[Credentials and Parchments](#)

[Death of a Member of the College Community](#)

[Graduation Requirements](#)

[Student Rights and Code of Conduct](#)

Related Board of Governors Policies

[EL-1 – Treatment of Students](#)

[EL-10 Access to Education](#)



Parent Policy	Grading
Policy Sponsor	Provost and VP Academic
Policy Administrators	Registrar
Appendix	A

Grading Procedures



Defined terms are capitalized throughout this Policy. Refer to the parent Policy and the Policy Framework for definitions.

A: Grading for Credit Courses

Final Grading

1. There are three Final Grade types identified by the Registrar's Office and approved for course use by Academic Council:
 - Alpha Grades (A+ to F, including AF)
 - Credit/Non-Credit (CR/NCR)
 - Pass/Fail (P/F)

2. The following grade symbols and corresponding grade points can be assigned by instructors when submitting Final Grades. Instructors may only assign the grade type which was approved for that particular course at Academic Council.

Table 1: Grading Symbols and Grade Points

Grade Symbol	Grade Point	Definition
A+	4.0	Excellent
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Satisfactory
C	2.0	Satisfactory
C-	1.7	Satisfactory
D+	1.3	Minimal Pass
D	1.0	Minimal Pass
F	0.0	Failure
AF	0.0	Administrative Fail

The following grades are typically applied to practicum courses, independent study, and project courses.

Grade Symbol	Grade Point	Definition
CR	Nil	Course Requirement Satisfied
NCR	Nil	Course Requirement Not Satisfied
P	Nil	Course Requirement Satisfied
F	0.0	Failure

3. Conditions/Criteria for Final Grade Symbols.

3.1. Administrative Fail may be assigned under the following circumstances

- There is a violation of a published attendance requirements, or
- The student has not attended any scheduled classes and has not submitted any assignment for evaluation within the term, or
- The student has not logged into the learning management system and has not submitted any assignment for evaluation within the term.

3.2. Final grades are assigned by instructor via the student information system no later than the term grade-submission deadline identified in the AcademicSchedule.

3.3. The percentage range for each Final Grade is included on the course outline.

3.4. In the case of a grade appeal, only a Final Grade may be appealed.

4. Other Grade Symbols and Grade Points.

Table 2: Other Grade Symbols and Grade Points

Grade Symbol	Grade Point	Definition
0% - 100%	Nil	Percentage
AUD	Nil	Audit
I	Nil	Incomplete (Interim Grade)
PLC	Nil	Prior Learning Credit
TR	Nil	Transfer Credit
RW	0.00	Required Withdrawal
W	Nil	Withdrawal (Student Initiated)
WC	Nil	Withdrawal with Cause (Student Initiated)

4.1. Conditions/Criteria for Other Grade Symbols:

4.1.1. Audit (AUD)

- No credit is awarded.
- Application for audit grades must be made prior to the end of the Extended Drop period.
- Students must register in each course audited and pay all course fees.
- Credits for the course are not included in calculating course Credit Load for full time status.

4.1.2. Incomplete (I)

4.1.2.1. General "I" Grade Symbol Information:

- All students accept the responsibility to complete the course(s) in which they enrol, within the specified term. The "I" grade is an interim grade symbol (not a Final Grade) issued by the instructor in cases where the student, who has demonstrated appropriate effort within the course, has requested time beyond the end of the term to complete the course as a result of extenuating circumstances beyond their control.
- "Extenuating circumstances", including but not limited to, the unexpected onset of medical issues which may impede the student's ability to complete final assignments or write a final exam, or fieldwork/practicum assignments which extend beyond the end of the term due to employer availability, or similar issues beyond the student's control.
- Grade Points: Nil (not included in GPA calculation).

4.1.2.2. In-Scope "I" Grade

- The in-scope "I" grade is assigned by the faculty via WebAdvisor grading by the term final grading deadline. This grading symbol is used in cases where the student is expected to fulfil the course requirements within a two month period following the end of the term in which the incomplete grade symbol is assigned. The faculty member will assign a grade expiry date within the parameters outlined for an In-scope "I" grade expiry date limitation.
- In-Scope "I" Grade Expiry Date Limitation
- Up to two (2) months following the end of the term in which the incomplete grade symbol was assigned:
 - Fall Term (Sep-Dec) – not to exceed the last day of the following February
 - Winter Term (Jan-Apr) – not to exceed the last day of the following June

- Spring Term – short (May-Jun) – not to exceed the last day of the following August
- Spring Term – long (May-Aug) – not to exceed the last day of the following October
- Summer Term (Jul-Aug) – not to exceed the last day of the following October

4.1.2.3. Out-of-Scope "I" Grade

- The out-of-scope "I" grade is assigned by the instructor using the Out-of-Scope 'I' Grade Expiry Date Request form which is submitted to the Registrar's Office by the term final grading deadline. This grading symbol is used in cases where the instructor discerns that the course requirements cannot be fulfilled within a two month period following the term in which the incomplete grade symbol is assigned. The instructor will assign a grade expiry date.
- Best practice recommends that out-of-scope I grades will not extend beyond one calendar year from the end of the term the grade was assigned.
- Out-Of-Scope "I" Grade Expiry Date Limitation
 - The assignment of an out-of-scope expiry date requires the completion and approval of an Out-of-Scope 'I' Grade Expiry Date Request form. This requires a learning contract between the student and the instructor, with authorization from the Program chair or Dean.

4.1.2.4. Final Grade / Completion Grade Submission

- Final grade/Completion grade submission (alpha grade A+ □ F, CR, NCR, P) as a result of an "I" grade must be submitted via the Grade Change Request form prior to the expiry date provided when the "I" grade was submitted.
- Upon the expiry date of the "I" grade, if no Final Grade/completion grade has been submitted, the Final Grade will be replaced with an "F" grade or "NCR" grade as appropriate. An "AF" grade is not an acceptable Final Grade/completion grade following the submission of an "I" grade.
- An "I" grade for a prerequisite course must be completed and a Final Grade/completion grade (A+ □ D, CR, P) submitted to the Registrar's Office before the student is able to register and attend the higher level course.

4.1.3. Prior Learning Credit (PLC):

- Following evaluation by content experts, prior learning credit may be assigned, indicating that the course requirement has been satisfied. PLC is not calculated in the Grade Point Average and is not included in calculating the course load for full time status.

4.1.4. Required Withdrawal (RW)

- This grade is assigned when a student is required to be withdrawn from a course and is therefore unable to attempt to complete the required outcomes prior to the end of the term. Examples include (but are not limited) to:
- Health and safety concerns in a practicum/fieldwork setting
- As part of a disciplinary action
- Supporting documents such as a Notice of Academic Misconduct, a Student Non-Academic Misconduct Report, or other written documentation supporting the RW grade must be submitted when an RW grade is assigned
- An "RW" grade cannot be replaced by a student initiated "W" grade.

4.1.5. Withdrawal (W)

- Student initiated withdrawal.
- If withdrawal from a course is prior to the elapse of the extended drop period, the course will not be recorded on the academic record. Withdrawal after the extended drop period and prior to the withdrawal deadline will show "W" on the student's academic record. After this point in time, no student-initiated course withdrawals will be allowed except in the case of Withdrawal With Cause
- Grade Points: Nil (not included in GPA calculation)

4.1.6. Withdrawal with Cause (WC)

- Student initiated withdrawal.
- The assignment of this grade is based on presentation of official documentation and a Petition for Withdrawal with Cause, available from the Registrar's Office, by the final day of classes in the current term regarding the students' inability to continue in classes after the allowable withdrawal period. Circumstances include (but are not limited to):
- Onset of medical issues
- Jury duty
- Reservist called to duty
- A "WC" grade cannot be changed/replaced.
- Grade Points: Nil (not included in GPA calculation)

5. Final Grade / Grade Symbol Change Limitation

5.1. Assigned by faculty.

5.1.1. Change to a Final Grade/grade symbol, which was submitted on or before the institutional Final Grade deadline for a term, is allowable up to one month following the end of the term in which the Final Grade was assigned:

- Fall Term (Sep-Dec) – not to exceed the last day of the following January
- Winter Term (Jan-Apr) – not to exceed the last day of the following May
- Spring Term – short (May-Jun) – not to exceed the last day of the following July
- Spring Term – long (May-Aug) – not to exceed the last day of the following September
- Summer Term (Jul-Aug) – not to exceed the last day of the following September

5.2. Change to a Final Grade/grade symbol, resulting from an incomplete grade symbol (In- Scope or Out-of-Scope) changing to a Final Grade, is allowable up to one month following the month in which the incomplete grade symbol was changed to a Final Grade.

5.3. An "I" grade symbol cannot be changed to an "AF"

5.4. Change to a grade resulting from a supplemental exam is allowable up to one month following the month in which the supplemental exam grade was assigned.

5.5. In the case of a grade appeal, only a Final Grade may be appealed.

5.6. Where the student would like to change/improve a grade and the request cannot be granted within the parameters of this policy/procedure, the student may register in and repeat the course.

6. Supplemental Examinations

6.1. To be eligible for supplemental status, a course must have a comprehensive final exam. Courses not open to a supplemental examination are designated in the course description section of the Calendar. Applications for the supplemental examination are available from the Registrar's Office. A supplemental exam fee will apply.

6.2. If the course in which a supplemental exam is to be written is a prerequisite to a course to be taken in the immediately succeeding term, the student must apply to the Registrar and the examination must be written no later than the first day of classes for that term. The Final Grade must be submitted to the Registrar's Office via the Grade Change Request at least one day prior to the last day of the Add/Drop period of the succeeding term in order to provide an opportunity for the student to make changes to their registration as appropriate.

- 6.3. If the course in which a supplemental exam is to be written is not a prerequisite to a course to be taken in the immediately succeeding term the student must apply to the Registrar no more than four weeks after the end of term in which the course was taken. The supplemental examination must be written before the end of the immediately succeeding term. The Final Grade must be submitted to the Registrar's Office via the Change of Grade Request form by the Final Grade submission date in the succeeding term.
- 6.4. The supplemental examination will have the same value in course grade determination as the original final examination. The supplemental examination mark will replace the original final examination mark in determining the Final Grade in the course.
- 6.5. A student will be allowed one supplemental exam per eligible course, per term.

7. Repeat Courses

- 7.1. The original grade and the repeat grade display on the student's Transcript within the terms the course was originally taken and then repeated.
- 7.2. The cumulative Program-GPA calculation (for the purpose of graduation) includes only the best grade.

B: Grade Point Average

A Grade Point Average (GPA) is the standard average measure of performance used to determine (but not limited to) academic standing, eligibility for awards, eligibility for athlete participation, honours status, and eligibility for an international student work permit.

The Lethbridge College GPA is based on a 4.00 system and is computed and displayed to two decimal places.

The Lethbridge College Term GPA is calculated for all terms. Program GPA is calculated when the Program graduation requirements have been met.

1. Methodology for GPA calculation:

- 1.1. Multiply the number of individual course credits by the grade point value assigned to the course awarded grade for each course attempted.
- 1.2. Sum the results of step 1.1.
- 1.3. Sum the number of all course credits attempted.
- 1.4. To determine GPA, the result of step 1.2 is divided by the result of step 1.3

C: Academic Standing

1. A Grade Point Average (GPA), based on a 4-point (4.0) scale, is the standard average measure of performance used to determine (but not limited to) academic standing. The following Academic Standings used at Lethbridge College.

1.1. With Great Distinction (President's List)

1.1.1. A full-time student with a term Grade Point Average of 4.0, completing a minimum of 9 credits and with no Incomplete grades, will have their academic achievement acknowledged as follows:

1.1.1.1. Student will receive a personal letter from the President and CEO for that term.

1.1.1.2. Student's name will be included on the publicly posted President's List for that term.

1.1.1.3. Student will be invited to attend an annual celebration hosted by the President

1.1.1.4. If a 4.0 GPA is the final cumulative Program GPA upon completion of credential

1.1.1.4.1. "With Great Distinction" will be the designation carried on their academic record and parchment.

1.2. With Distinction (Dean's List)

1.2.1. A full-time student with a term Grade Point Average of 3.75 or higher, completing a minimum of 9 credits and with no Incomplete grades, will have their academic achievement acknowledged as follows:

1.2.1.1. Student will receive a personal letter from the Dean for that term.

1.2.1.2. Student's name will be included on the publicly posted Dean's List for that term.

1.2.1.3. Student will be invited to attend an annual celebration hosted by all the College Deans.

1.2.1.4. If a 3.75-3.99 GPA is the final cumulative Program GPA upon completion of credential

1.2.1.4.1. "With Distinction" will be the designation carried on their academic record and parchment.

1.3. Honours

1.3.1. A student with a term Grade Point Average of 3.5 or higher will have their academic achievement acknowledged as follows:

1.3.1.1. Student will receive a personal letter from the Registrar for that term.

1.3.1.2. If a 3.5-3.74 GPA is the final cumulative GPA upon completion of credential, "Honours" will be the designation carried on their academic record and parchment.

1.4. Good

- 1.4.1. A student with a term Grade Point Average of 1.5 or higher but less than 3.5. Students with Good standing will carry that designation on their academic record.

1.5. Probation

- 1.5.1. A student with a term Grade Point Average of less than 1.5. Academic probation is a cautionary notice that a student's performance has been deficient and needs to improve for continued registration.
- 1.5.2. Students on probation will carry the probationary designation on their academic record and will receive a written probation letter from the registrar which will provide information regarding support services and interventions for success during their next term of study (winter/fall or fall/winter).

1.6. Disqualification

- 1.6.1. A student with a current Academic Standing of probation who receives a term Grade Point Average of less than 1.5 in the subsequent term. Academic disqualification indicates insufficient improvement after probation. It also suggests that the student needs to alter their approach to learning before applying to Lethbridge College in the future.
- 1.6.2. Students who have been disqualified will carry the Disqualified designation on their academic record and will be withdrawn and prohibited from further registration. They will receive a written letter from the Registrar confirming their disqualification which will also provide further information regarding their academic standing.
- 1.6.3. Students admitted after they have been disqualified will have an academic status of "probation" for the term in which they return.

Part D: Recognition of Prior Learning (RPL)

Lethbridge College students normally gain their Academic Credits by successfully completing credit courses offered by Lethbridge College. However, Lethbridge College recognizes that students entering credit Programs often have acquired knowledge, skills, and competencies as a result of previous learning and experience. Outcomes from these activities can be assessed at Lethbridge College and students may be awarded Academic Credits in equivalent Lethbridge College courses or be given Unspecified Credits that may count towards overall Program outcomes.

Where there is recognition for prior learning (Transfer Credit and prior learning credit), credit is recorded on the Lethbridge College Transcript, and the student is notified. Credits awarded as a result of recognition of prior learning are not included in the 25% residency requirement at Lethbridge College, or in the calculation of Grade Point Average (GPA), or in the current Credit Load for the purpose of maintaining full-time student status.

1.7. **Transfer Credit** Credit may be awarded for credit courses completed at other post-secondary institutions and for Career and Technology Studies (CTS) modules completed in Alberta secondary schools.

1.8. From other Post-Secondary Institutions:

- Credit courses completed in the ten (10) year period prior to admission, in which students have obtained a passing grade, will be evaluated for Transfer Credit.
- Transfer credit may be awarded if the learning outcomes of post-secondary courses are equivalent to specific Lethbridge College courses and satisfy the course outcomes.
- Unspecified credit may be awarded if the learning outcomes of post-secondary courses are not equivalent to specific Lethbridge College courses but do satisfy general Program outcomes. Unspecified credits may be used to satisfy unspecified elective choices. Unspecified electives are often written as UPSY2XX – meaning Unspecified Psychology at the 2000 level.
- Courses completed at other post-secondary institutions more than ten (10) years prior to admission, in which students have obtained a passing grade, may be eligible for Prior Learning Credit (see below).
- Students must submit official Transcripts to the Registrar's Office for evaluation. In addition, students may be asked to submit course outlines.

1.9. From Secondary Schools: Credit may be awarded for CTS modules completed in Alberta secondary schools. Students must submit Transcripts or evidence from their secondary school indicating successful completion of these course modules for evaluation purposes. Students should refer to the CTS Course Articulation chart in the Lethbridge College Academic Calendar.

2. Prior Learning Credit (PLC)

2.1. Credit may be awarded as a result of an assessment of prior learning, which is not recognized through transfer credit.

2.2. To receive PLC the student must be enrolled in the Program at Lethbridge College and be registered in a minimum of one credit-course during the term in which the PLC is awarded.

2.3. Credits may be awarded for learning gained through one or a combination of the following based on an assessment completed by Lethbridge College:

- Credit courses completed with a passing grade more than ten (10) years ago;
- A combination of credit courses with no course-to-course relationship to a single Lethbridge College credit course;
- Informal education and training activities;
- Self study;
- Work experience;

- Volunteer activities;
 - Other
- 2.4. Courses are available for Prior Learning Credit unless otherwise stated in the course description in the academic calendar.
 - 2.5. Prior Learning Credit assessment (PLA) will be conducted by a faculty content expert using a variety of assessment tools, which may include, but are not limited to, portfolios, oral presentations, or challenge examinations. The applicant is required to demonstrate his/her skills, knowledge, or competencies as related to the course for which Prior Learning Assessment is being requested. In order to earn credits through Prior Learning Assessment, a student must achieve the minimum standard required to proceed to a senior level course in the related subject area.
 - 2.6. The student grade appeal process is available to students who contest an assessment made through the PLA process.
 - 2.7. Prior learning credits awarded through Prior Learning Assessment are reported to the Registrar's Office where they are recorded on the Lethbridge College Transcript. The Registrar's Office notifies the student of the Academic Credits awarded.

Part E: Academic Credits for Participation in Student Government

1. Credits are awarded for Lethbridge College Student Government experience and for serving on the Lethbridge College Students Association (LCSA) Council. Credits awarded are commensurate with the student's level of responsibility in student government.
2. Students may earn up to six (6) credits per year for participation in student government. Credits are awarded at the end of the term and do not contribute to the Credit Load requirements for full-time status which may impact student loan and funding eligibility.
3. Student Government (SGV) Credits may be used as elective credits to meet graduation requirements where indicated by Program. Where the Program does not have electives, students should consult with the Dean of the centre in which the Program resides at the earliest possible opportunity to determine if SGV credits may be awarded.
4. SGV credits are awarded by the Registrar in consultation with a faculty member appointed by the Lethbridge College Faculty Association (LCFA) and the President of the LCSA. The LCSA Vice President Operations and Finance is involved in the evaluation of the LCSA President.

Part F: Grading for Not-for-credit Course Procedures

1. Not-for-credit grading symbols do not factor into a GPA (Grade Point Average) calculation.
2. The Dean (or designate) for the academic area delivering the not-for-credit course activity will determine (from the options below) the appropriate level of grading required.
3. Non Credit Grading Options:

- 3.1. Not-for-credit or supplementary courses that require an evaluative grading symbol:
 - **EXC** (Excellent) - Exceptional performance in meeting course requirements
 - **PRF** (Proficient) - Course requirements have been met
 - **NPR** (Not Proficient) - Course requirements have not been met
- 3.2. Not-for-credit or supplementary courses that require attendance-based grading symbols:
 - **ATT** - Attended at least 80% of the scheduled classes
 - **NT** - Attended less than 80% of the scheduled classes
- 3.3. Not-for-credit or supplementary courses that require registration records only:
 - **NGR** - No grade required or submitted for this course
4. Not-for-credit Course grades are to be submitted to the Registrar's Office within one month following the end of the month in which the activity/course took place; otherwise, not-for-credit courses with no grades submitted by the academic year-end will automatically be assigned "NGR" by the Registrar.

Part G: Academic Final Grade Complaint Resolution and Appeal Procedures

Students have the right to fair and equitable procedures for resolving matters that affect Academic Standing according to the following procedures.

General

- Assignment grades do not fall under the scope of these procedures and must be discussed with the instructor/Program chair who assigned the grade. If the student is not satisfied with the outcome of that discussion or is unable to contact the instructor or Program chair, the student should discuss the assignment grade with the associate dean responsible for delivering the course, whose decision is final and binding.
- Formal grade appeals are reserved for final course grades only.
- Formal grade appeals must be initiated within one month of the end of the academic term in which the student was registered in the course in question.
- It is the student's responsibility to confirm, in a timely fashion, that the Final Grades reflected on their Transcript are accurate. Final grades will not be changed after the grade appeal deadline has passed, unless extenuating circumstances can be demonstrated.
- A student may continue to be registered in a course, for which the Final Grade being appealed is a prerequisite, while the Final Grade is being appealed. If after the appeal is decided, the prerequisite is not satisfied, the student will be deregistered from the course without penalty.
- If the Final Grade being appealed is the result of an interim "I" grade being converted to a Final Grade, the timeline for appeal is to begin the day after the grade was converted.

Final Grade Appeal

A student may appeal a Final Grade on the following grounds only if, in the opinion of the Registrar or the Registrar’s designate:

- the course outline has not been followed by the instructor; or
- the course assessments have not been applied according to the LC college’s Assessment Policy; or
- the evaluation criteria have not been applied in a reasonable, fair, or just manner.

and

- the grade change would result in a substantive change to the Final Grade or a potential grade change could materially impact the student’s overall academic standing.

Final Grade Appeal Process

Who	What	When*
Student Instructor Associate Dean	<ol style="list-style-type: none"> 1. A student who disputes a Final Grade shall first discuss the grade with their instructor. 2. If the student is not satisfied with the outcome of the discussion with their instructor or is unable to contact their instructor, and wishes to pursue the matter further, the student may discuss the Final Grade with the associatedean responsible for delivering the course. 	Both steps must be completed within 20 days of the end of the course
Student	<ol style="list-style-type: none"> 3. If the student is not satisfied with the outcome of the discussion with the associate dean, the student may request a formal appeal of their grade by submitting a written request to the Registrar’s Office (Final Grade Appeal Form). 4. The appeal request shall state the grade appealed and the student’s rationale for the appeal. 	Within 30 days of the end of the course
Registrar’s Office	<ol style="list-style-type: none"> 5. The Registrar’s Office shall notify the dean and the associate dean responsible for delivering the course of the formal appeal request 	Within two business days of receiving the appeal request
Dean	<ol style="list-style-type: none"> 6. The dean responsible for delivering the course shall consider the student’s appeal request and shall decide whether the appeal can be considered by way of a documentation review or whether a formal face-to-face meeting with the student is required. 	Within two business days of receiving the appeal request from the student

Who	What	When*
	<p>7. Where possible, the basis for re-evaluation of the Final Grade shall be the same work used to determine the original grade. The instructor(s) re-evaluating the work shall not be the same instructor who originally evaluated the work. The dean shall, to the greatest extent possible, ensure that the instructor(s) re-evaluate the work without reference or access to the previously graded work or assignment grades.</p> <p>8. In situations where the nature of the work, such as work-integrated learning, laboratory, or other types of performance work, precludes its availability, the dean shall decide the basis for the re-evaluation.</p> <p>9. If the dean determines that the appeal requires a formal face-to-face meeting with the Student, the Student is entitled to bring an LCSA representative to the hearing for advice and support.</p>	
Dean	<p>10. The dean shall advise the student in writing of the appeal decision, which may be:</p> <ul style="list-style-type: none"> a. No change to the Final Grade b. A higher Final Grade c. A lower Final Grade <p>11. The dean shall send a copy of that written communication to the instructor, associate dean and registrar.</p> <p>12. The dean's decision is final and binding. The dean shall advise the student in writing of the appeal decision.</p>	Within 10 days of the Registrar's Office notifying the dean of the appeal
Registrar's Office	<p>13. The Registrar's Office shall adjust the student's final grad and Academic Standing accordingly.</p>	

** If the deadline falls on a weekend or holiday, the due date is the following business day.*