

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2018-01	Vice-President Academic and Provost		
Policy Name			
Final Grade Appeal			
Approved by	Replaces	Category	Next Review
Senate		B	2023
Date Issued	Date Revised	Related Policies, Reference	
September 1, 2018		S2017-05 Academic Integrity Policy B.109 Student Appeals	

1 PURPOSE

- 1.1 The final grade appeal offers recourse to a student who has material evidence to show that an inappropriate final grade has been assigned. This policy outlines the principles and governs the procedures for student appeals of final grades in credit courses at Capilano University.
- 1.2 A grade appeal is not required to correct recording errors (i.e. a course grade that was not recorded properly or a grade resulting from a mathematical error in the calculation). In such cases, the student should bring the error to the attention of the instructor as soon as the error is noticed so that the instructor can make any corrections immediately.
- 1.3 An appeal may result in the final grade being lowered, remaining the same, or being raised.

2 DEFINITIONS

Material Evidence – graded assignments or other related documents that have been distributed or returned to the student and/or retained by the instructor (e.g. final examination or course outline) which serve as evidence in the assessment of the appeal.

Final Grade – A notation assigned to signify student attainment as recorded on the official University transcript.

Tangible assessment – may include but are not limited to: written, graphic, digitized, modelled, video or audio recorded formats, but not oral work or non-repeatable performances. Examples of tangible assessments include an assignment, a project or essay, and a mid-term or final examination.

Intangible assessment – may include but are not limited to: presentation, lab skills testing, and clinical performance.

3 SCOPE

- 3.1 A course may include tangible and intangible assessments. This policy allows for the appeal of final grades by students who have cause to appeal tangible assessments as a part of the final grade.
- 3.2 Intangible assessments may not be reassessed under this policy. Disagreement with grades for such course assessments should be discussed with the instructor and/or program chair.
- 3.3 A grade appeal may not be brought regarding a grade assigned as a result of a violation of Academic Integrity. For such appeals, the student should refer to S2017-05 Academic Integrity policy and S2017-05-01 Academic Integrity Procedures for that appeal process.

4 GROUNDS FOR APPEAL

- 4.1 Capilano University recognizes the right of a student to appeal a final grade on the following grounds:
 - a. A significant error in the assessment, evaluation, and/or determination of individual components of the course;
 - b. Substantiated claims of instructor bias or discrimination;
 - c. Failure by the instructor to follow the evaluation profiles, grade assignment, or operational details as stated in the course outline.
- 4.2 Dissatisfaction or disagreement with the final grade, without satisfying one of the above, does not constitute sufficient grounds for a final grade appeal.
- 4.3 Students may appeal a final grade and this grade appeal (see related procedures) must begin no later than ten (10) business days after the end of term (December 31, April 30 or August 31).