



# Student Grade Appeals Policy and Procedure

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## 1 Purpose

The purpose of this policy is to provide a fair, transparent, and timely process for students to appeal final grades they believe were assigned in error or not in accordance with established evaluation criteria.

## 2 Scope

This policy applies to all students enrolled in courses at CNIB who wish to appeal a final grade. Appeals concerning individual assignment grades or other academic decisions are not covered under this policy.

## 3 Grounds for Appeal

A student may appeal a final grade on one or more of the following grounds:

Procedural Error: The evaluation criteria outlined in the course syllabus were not followed.

Calculation Error: There was an error in the calculation of the grade.

Bias or Discrimination: The grade was influenced by bias or discrimination.

## 4 Informal Resolution

Before initiating a formal appeal, students are encouraged to discuss their concerns with the course instructor within ten (10) business days of the grade being posted. The instructor should provide clarification or, if an error is found, initiate a grade change.

## 5 Formal Appeal Process

If the issue is not resolved informally, the student may file a formal appeal.

### 5.1 Submission of Appeal

Timeline: The appeal must be submitted within twenty (20) business days of the grade being posted.

Documentation: The student must complete the Grade Appeal Form and provide supporting evidence, including:

A detailed statement of the grounds for appeal.

Relevant assignments, exams, or communications.

Fee: A non-refundable fee of \$50 is required upon submission.

### 5.2 Review Process

Initial Review: The Senior Educational Administrator (SEA) will acknowledge receipt of the appeal within five (5) business days and conduct a preliminary review to ensure it meets the grounds for appeal.

Appeal Committee: If valid, an Appeal Committee will be convened, consisting of:

The SEA or designate (Chair).



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Two faculty members not involved in the original grading.

One student representative from the Student Council.

Hearing: The committee will review the submitted materials and may request a meeting with the student and/or instructor.

Decision: A decision will be made within fifteen (15) business days of the committee's formation. The student will be notified in writing, and the decision may result in the grade being raised, lowered, or remaining unchanged.

### 6 Confidentiality

All appeal proceedings are confidential. Information will only be shared with individuals directly involved in the process.

### 7 Retaliation

Retaliation against a student for filing an appeal is strictly prohibited and will result in disciplinary action.

### 8 Record Keeping

Documentation related to the appeal will be retained in the student's academic file for a minimum of one (1) year after the resolution.

### 9 Finality

The decision of the Appeal Committee is final and binding.

### 10 Policy Review

This policy will be reviewed annually to ensure compliance with the Education Quality Assurance (EQA) standards and institutional requirements.

Note: This policy aligns with the EQA requirements as outlined in the EQA Policy and Procedures Manual and incorporates best practices from institutions such as Douglas College and Kwantlen Polytechnic University.

By adhering to this policy, CNIB ensures a consistent and equitable approach to handling student grade appeals, upholding the institution's commitment to academic integrity and student success.

### 11 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Senior Education Administrator
Administrator	Admissions Officer and Campus Administrator