



## EDUCATION POLICY ACADEMIC APPEAL

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**EFFECTIVE:** February 2010  
**REVISED:** September 2010  
**RELATED POLICIES:**

### **POLICY**

Students enrolled in any course at Northern Lights College have the right to appeal course grade(s), if they have reason to believe the grade(s) is/are inaccurate.

### **PROCEDURE**

#### ***Appeal of Term Grades While Course is in Progress:***

Students who believe their term grade (grade earned while a course is in progress) is inaccurate should request a review of applicable papers and/or examinations in the presence of the instructor.

On the basis of this informal review, if both the instructor and the student agree the original assigned mark was accurate, or that a higher mark will be assigned, the matter will be considered concluded. If applicable, a change of grade will be submitted.

If agreement is not reached between the instructor and the student, the instructor will provide written notification of this to the student, Chair (if applicable) and Dean. The student may file a formal appeal. The formal appeal process requires a student:

- Fill out a Grade Appeal form and forward to the Chair of the department (or Dean, if there is no Chair) within two working days of receiving written notification from the instructor. The Chair (or Dean, if no Chair in place) will render a decision on the accuracy of the grade within three working days.
- If the student agrees, the student will sign off on the decision, with a copy of the decision forwarded to the instructor (and Dean, if applicable).
- If the decision was rendered by the Dean, the decision is final.
- If the decision was rendered by a Chair, and the student does not agree with the decision, the student has two working days after being informed of the decision to take the appeal to the Dean. The Dean will render a decision within three working days. That decision will be final.

#### ***Appeal of Final Grade:***

After final grades have been released by the Office of the Registrar, students who believe a final grade in a course is inaccurate should meet with their course instructor and undertake an informal review of the grade.

Based on this informal review, if the student and instructor agree the assigned grade is accurate or that a higher grade will be assigned, the matter is considered concluded, and written

notification of the decision will be forwarded to the student, Chair and Dean. If applicable, the Office of the Registrar will be advised of the grade change.

If the student and instructor are unable to agree on the grade to be assigned, the instructor will provide written notification to the student, Chair and Dean. The student may lodge a formal appeal with the Chair (or Dean, if there is no Chair) within two working days of receiving notification of the instructor's decision from the informal review. An Appeal form may be obtained from Student Services or on the College website.

- Within five working days of receiving the formal appeal the Chair (or Dean, if there is no Chair) will review the assigned grade, including providing the student with supervised access to his/her final examination. The Chair (or Dean if there is no Chair) will make a formal decision on the grade to be assigned, and provide the decision in writing to the student, the instructor and the Dean (if applicable).
- If the decision was rendered by the Dean, the decision is final.
- If the decision was rendered by a Chair, and If the student disagrees with the decision, s/he has two working days to submit an appeal to the Dean. The Dean will review the situation, and render a decision in writing within three working days of the appeal being received. The decision will be forwarded to the student, the Instructor, the Registrar and the Chair (if applicable). The grade decision by the Dean will be final.

**FINAL APPEAL:** NLC students have the right to a final level of appeal, if they disagree with a decision rendered under this policy that has resulted in one or more of the following outcomes: Required to Withdraw, Academic Monitoring, a Behaviour Contract or Dismissal from the College.

The Appeal will be heard only if:

- The decision was based on inaccurate or incomplete information.
- The decision was made by College representatives before completing all incremental steps outlined in the specific policy under which the original action was taken.

If a student wishes to lodge an Appeal based on one of these two conditions, the student should refer to the Student Appeals Policy for requirements and deadlines.

**NOTE:** *The student must lodge the appeal with the Registrar's Office within five days of notification of the final decision under this policy.*