



## Procedures for Final Grade Appeals

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Parent Policy:	<i>Final Grade Appeal Policy</i>		
Procedure Reference	FGAPR_2403N_SPN/PVPA		
Procedure Sponsor:	Provost and Vice President Academic		
Procedure Contact:	Registrar		
Stakeholders:	Students and Employees		
Approved by:	Provost and Vice President Academic		
Approval date:	March 7, 2024		
Effective Date:	August 1, 2024		
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### 1. Purpose

The purpose of this procedure is to outline the process for a Student's appeal of a Final Grade.

### 2. Scope and Application

These procedures apply to Students, Instructors, Tutors, Deans/Directors, and the Registrar when involved in Final Grade Appeal processes.

### 3. Procedures

- 3.1 Instructors/Tutors have a responsibility to inform students of the Final Grade Appeal policy. Generally, the Course (Program) Syllabus will include Final Grade Appeal information or links to the policy.
- 3.2 Students may seek out and include appropriate student services assistance and/or a Support Person as they go through the Final Grade Appeal process. A Support Person can be present for consultation and support, but they cannot answer on behalf of the student, and they cannot be acting in a legal capacity.
- 3.3 Students must file a separate Final Grade Appeal request for each grade they wish to appeal.
- 3.4 Final Grade Appeals which are clearly frivolous may be rejected and may result in a fee being assessed to the student.
- 3.5 A Final Grade Appeal is not required for the correction of omissions or errors.

#### **4. Informal Final Grade Appeal**

