

	Policy No.	Replaces	Policy
	S1990-02	EC-1990-02	Senate
	Policy Name		
Grade Change Time Limit			
Approved by	Responsibility		Category
Senate	Senate		
Date Issued	Date Revised	Revision	Related Policies, Reference
December 2010	March 2015	March 2020	S1999-03 Academic Appeal

Purpose

The purpose of the Grade Change Time Limit Policy is to provide the university community with direction for reporting changes to grades after the final grading submission deadline.

Scope

This policy relates to all academic courses at Capilano University.

Policy Statement

Capilano University ensures students who have experienced documented hardship that impacts their ability to complete their course within the normal timeframe, under agreement with their course instructor, may receive additional time to complete their course requirements.

Timeline

A time limit of four (4) months from the end of the scheduled course shall be provided, with the agreement of the instructor, to complete course requirements.

Further extensions of this time limit will only be considered when there are documented extenuating circumstances and only on approval of the Registrar.

Errors in grade calculation shall have no time limit.