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			**Academic**	**October 2031**
Date Issued	Date Revised	Date in effect	Related Policies	
September 1, 2018	**October 6, 2026**	**October 6, 2026**	**S2017-05 Academic Integrity Policy** **B.109 Student Appeals Policy**	

1. PURPOSE

1.1 This policy outlines the principles and governs the procedures for students taking credit courses at Capilano University (the "University") to appeal their Final Grades.

1.2 The Final Grade appeal process offers recourse to a student who has Material Evidence to show that an inappropriate Final Grade has been assigned.

1.3 A Final 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.

1.4 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" is a notation assigned to signify student attainment as recorded on the official University transcript.

"Tangible Assessments" 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 Assessments" may include but are not limited to: presentations, lab skills testing, and clinical performances.

3. SCOPE

3.1 This policy applies to appeals of Final Grades with Tangible Assessments.

3.2 Intangible Assessments are out of the scope of this policy. Academic departments should develop appropriate protocols for the appeal of Final Grades based on Intangible Assessments. These protocols should be developed in consultation with the Dean with subsequent review and approval by the appropriate faculty body. Course outlines should include directions about the appeal process for Intangible Assessments.

3.3 A Grade Appeal may not be brought regarding a grade assigned as a result of a violation of Academic Integrity. Students 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 The 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 using the processes set out in S2018-01-1 Final Grade Appeal Procedure). Students are requested to use the informal appeal process first. All required components of the Final Grade appeal package including supporting documentation must be submitted no later than ten (10) business days after the end of the current term. (End of term is December 31 for Fall term, April 30 for Spring term, and August 31 for Summer term.)

5. RELATED POLICIES AND GUIDANCE

S2017-01 Academic Integrity Policy

B.109 Student Appeals Policy

S2018-01-01 Final Grade Appeal Procedure

6. DESIGNATED OFFICER

6.1 The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to, and operationalization of any associated procedures is the responsibility of the Associate Vice-President, Enrollment Management & University Registrar.