

GRADE APPEAL POLICY

1. POLICY STATEMENT

SBC College recognizes that students may disagree with a final course grade. This policy establishes a fair and transparent procedure for appealing only final grades based on objective evaluation criteria.

2. PURPOSE

The purpose of this policy is to provide a fair, transparent, and consistent process for students to appeal final course grades while maintaining academic integrity.

3. SCOPE

This policy applies to all students enrolled in any SBC College Program and governs appeals for final course grades.

This policy does not apply to:

- Individual assignments, quizzes, or formative assessments, except where a clerical error has occurred;
- Automated or publisher-generated assessments that are scored without instructor judgment;
- Evaluations conducted by practicum sites, work-integrated learning supervisors, external organizations, or licensing/certification bodies, which are governed by their own appeal processes.

4. ELIGIBILITY AND TIMELINE

- Only final course grades may be appealed under this policy.
- Students must submit an appeal within three (3) business days of receiving their final grade.
- Appeals outside this timeline will not be considered, except in exceptional circumstances approved by Education Leadership.

5. APPEAL PROCEDURE

A grade appeal must identify the reason for the appeal, such as a clerical error, the application of grading criteria, or another concern relating to the evaluation of the final assessment.

Stage 1 – Instructor Review

- The student submits a written appeal to the instructor explaining why the final grade should be reconsidered and providing any supporting information. The instructor reviews the appeal and provides a written decision.

Stage 2 – Education Manager Review

If the student is not satisfied with the instructor's decision, they may submit their appeal in writing to Education Leadership.

The student must submit the original appeal and the instructor's written decision.

Education Manager reviews the case, consults faculty as needed, and provides a written decision regarding acceptance or denial of the appeal.

Decision

- Education Manager's decision is final and binding.
- Following review, the final grade may be upheld, increased, or decreased based on the evidence presented and the published evaluation criteria.
- If a grade change is approved, the revised grade will be updated in the student record in accordance with college procedures.
- All appeal submissions, decisions, and supporting documentation are confidential and are maintained as part of the student record.

6. POLICY COMPLIANCE AND INTERPRETATION

Questions regarding grading, interpretation, or application should be directed to Education Leadership.