

## GRADE APPEAL

At times, a student may have a concern with an assigned grade. There are two types of grades a student can appeal:

1. Component Grade – a grade for a particular assignment, quiz, exam or assessment
2. Final Grade – the overall grade for a course

### **Should I appeal my grade? I am worried about retaliation.**

If a student has a legitimate complaint, they should not worry about being subjected to discipline or retaliation. A student should be aware of their rights and responsibilities, which are listed in SAIT Policy [AC 3.4.1 – Student Code of Conduct](#).

Reasonable grounds for appeal can include: computational errors in grading, unfair process in assessment (such as utilizing non-academic criteria), or application of an evaluation that is not communicated in the course outline.

### **How do I request a grade appeal?**

The process of appealing a grade begins with communicating your concerns with your instructor. **You must submit your appeal within the prescribed timelines**—the first stage must be completed within 20 calendar days of the end of the course. The second stage must be completed within 30 calendar days of the end of the course. The end of a course is considered the day its final exam takes place. If there is no final exam, the last scheduled class will be considered the end of the course.

### **How do I prepare my case?**

Keep a paper trail to maintain key evidence to support your position. Documentation can include email correspondence, copies of your graded work, and the course outline or schedule.

### **What is the appeal process?**

#### **FIRST STAGE – Informal Appeal**

- Approach your instructor to discuss your grade and try to work towards a solution.
- If the result of the discussion with the instructor is not satisfactory, contact your Academic Chair/Coordinator. The Academic Chair and instructor will discuss the issue together and determine if a reassessment of your work is required. Both may meet with you to review the details of your appeal request.
- If the result of the discussion with the Academic Chair is not satisfactory, you may choose to pursue a formal appeal of the final grade.

#### **SECOND STAGE – Formal Appeal of Final Grade**

- You cannot appeal a final grade if you have already accepted a remedy to clear a course deficiency, such as a supplementary exam or assignment.
- If you are eligible to appeal a final grade, you will submit a formal grade appeal form detailing the reason for appeal, along with any supporting documents and the grade appeal fee, to Student Services. The form can be found at: [http://luminiscontent.sait.ca/misc/saitforms/grade\\_appeal.pdf](http://luminiscontent.sait.ca/misc/saitforms/grade_appeal.pdf)
- **The grade appeal fee of \$100 applies to each course that is formally appealed.**
- The Dean (or designate) and Academic Chair will be notified of a formal appeal request. They will decide if the appeal may be assessed through documentation and records, or if it necessary to hold a face-to-face meeting with the student to discuss the details.
- The Dean renders a final and binding decision. The student appealing the grade will be informed of the decision in writing.

### **What results can I expect?**

A decision can result in one of three outcomes: a) no change to the grade, b) a higher grade, or c) a lower grade. If the decision results in a higher final grade, the student will receive a refund of the grade appeal fee.

For more information, please refer to the following SAIT Policy & Procedures:

[AC 3.1.1 – Grading and Progression Procedure](#)

[AC 3.1.1 Schedule A – Formal Grade Appeal Process](#)