

GRADING POLICIES

Incomplete Grade Policy

The Incomplete (I) mark indicates work incomplete for reasons beyond the student's control. Normally, the student will have completed at least 75 percent of the coursework. The student and instructor jointly file the Incomplete Grade Contract which states the reasons for the incomplete and sets a precise deadline for completion of the work. The Incomplete Grade Contract is available from the registrar's office and through Faculty Portal.

Upon expiration of the contract, which may not exceed one calendar year, the instructor is obliged to record a permanent grade determined by the degree to which course requirements have been met. If no grade is reported by the instructor, the incomplete grade is permanently recorded as an F. Upon graduation, all coursework listed on a student's transcript must have a grade. Any incomplete coursework must be assigned a grade by the instructor. If no grade is reported by the instructor, the incomplete grade is permanently recorded on the student's transcript as an F.

Change of Grade

The grade submitted to the registrar by the faculty member is regarded as the final mark in a course. A grade cannot be changed unless the faculty member requests it, and then only with permission of the Academic Review Board. There will be a one-year time limit for challenging a grade, after which students forfeit their right to petition to change their grades unless extraordinary circumstances intervened.

Grade Appeal Process

Students may equate effort exerted on course projects with appropriate grades. Faculty, however, are professional educators charged with assessing the quality of student work, irrespective of student effort. Misunderstanding of what grades measure may lead to student disagreements with faculty regarding final grades.

Students with questions about a grade received on an individual assignment should discuss that grade with the faculty member. Students with questions about a final grade should contact the faculty member to ensure the accuracy of the recorded grade. If the faculty member agrees that a grade change is warranted, they will take the case to the Academic Review Board (ARB).

If a student believes that their grade resulted from prejudicial, capricious, or otherwise unjust evaluation, they may appeal using the following process and timeline.

1. Step one, to occur within 10 working days of the official grade posting on Web4student: The student sends a formal letter of appeal to the faculty member stating the rationale for the appeal, and meets with them to discuss the grade.
2. Step two, to occur within 15 working days of the official grade posting: If the faculty member does not respond within five (5) days or if the issue is not resolved with the faculty member, the student may contact the associate dean with a notification of their intent to appeal.
3. Step three, to occur within 20 working days of the official grade posting: The student may write a formal letter of appeal to the associate dean stating the rationale for the appeal and request a hearing before the associate dean.
4. Step four, to occur within 25 working days of the official grade posting: The associate dean will consult with the instructor and will make a final decision.

Students in teacher education and nursing should submit grade appeals to the program director. See the program handbook for the guidelines.

Documented extenuating circumstances may alter the timeline stated above.

This process is designed to protect both the student, whose voice needs to be heard, and faculty, whose expertise needs to be trusted.