

30.0 ACADEMIC MARKS/GRADE APPEAL POLICY

Last Reviewed: December 2021, Last Revised: September 2019

A passing grade of 75% or greater is required for all courses at WCCMT. In no instance will WCCMT alter a failing grade including a borderline failing grade i.e. 73%, 74% to a passing grade. All students must achieve a passing grade of 75%.

The College will not under any circumstances alter a failing grade for any reason nor will the College provide any student with a supplementary examination upon course failure for any reason.

Any student may, however, appeal a course mark or failing grade if they believe an error has been made in the calculation of their grade or in the case of a subjective assessment process that the process has been unfair or biased in some way. Such an appeal must originally be made to the course instructor involved. The student must submit the appeal forty-eight (48) hours after the receipt of the mark. The instructor must respond to the student appeal within forty-eight (48) hours after the receipt of the appeal.

If the course instructor cannot resolve the issue to the student's satisfaction, he/she may forward a subsequent appeal in writing to the Curriculum Coordinator and/or Practical Education Advisor responsible for the course involved. This second and final appeal must be submitted by the student within 7 days of the instructor's response to the student's original appeal. The Curriculum Coordinator and/or Practical Education Advisor will review the appeal, conduct an additional clerical review and in the instance of a subjective assessment review the instructors' notes of the subjective assessment process and determine whether or not an error has been made in calculation and/or in the case of subjective assessment, provide an alternative assessment and revise the mark or grade accordingly if justified. The Curriculum Coordinator and/or Practical Education Advisor will resolve the appeal within 7 days of their receipt of the students request for a second appeal. The Curriculum Coordinator and/or Practical Education Advisor's decision with respect to any mark or grade appeal is definitive.

This means that course grade failures cannot be appealed to the Management Committee.