

POLICY LINKED STANDARD OPERATING PROCEDURE (SOP)

DOCUMENT ID: SOP066 VERSION#	TITLE: EDUCATION COUNCIL APPEAL OF FINAL GRADES	SEARCH KEY:
PROCESS REVISIONS:	DATE OF PREVIOUS VERSION: Replaces SOP066 Version #3 2016/08/24 REVISION AUTHORITY: EDUCATIONAL POLICIES COMMITTEE	REVISED: 2022/05/27 (yyyy/mm/dd)
PURPOSE:	x To outline the process for a student's appeal of their final grade in a graded course.	POST TO: Public Website DC Connect <input checked="" type="checkbox"/>
LINKED POLICY	<a href="#">Douglas College Policy</a> x Appeal of Final Grades Policy	
SCOPE (Applies To):	x DC STUDENTS IN GRADED COURSES x DEANS/ASSOCIATE DEANS/DIRECTORS x EDUCATION COUNCIL x FACULTY MEMBERS x REGISTRAR x STUDENT AFFAIRS x VICE PRESIDENT, ACADEMIC AND PROVOST	
STATUS: FINAL	AUTHOR: EDUCATION COUNCIL CHAIR	CREATED: 2015/02/13 (yyyy/mm/dd)
	RESPONSIBLE OWNER: VICE PRESIDENT, ACADEMIC AND PROVOST	
RELEVANT FORM	<a href="#">Douglas College website</a> x <a href="#">Grade Appeal Form</a> (Enrolment Services)	REVISED: (2025/01/15)
POLICY APPROVAL BODY:	1. EDUCATION COUNCIL 2. EDUCATIONAL POLICIES COMMITTEE	DATE APPROVED: 2015/04/20 (yyyy/mm/dd)
QUALITY ASSURANCE FORMAT APPROVAL: ADMINISTRATORS' COMMUNITY OF PRACTICE (ASCP) COMMITTEE THOR BORGFORD, VICE PRESIDENT, ACADEMIC AND PROVOST		DATE APPROVED: 2015/04/29 (yyyy/mm/dd)

RELEVANT POLICY [Douglas College Policies:](#)

x



- x If the instructor is no longer available (i.e. contract has ended), the Responsible Administrator

STEP 3: GRADE APPEAL COMMITTEE HEARING (cont.)

3. The Grade Appeal Committee Chair will communicate the appeal decision to the student in writing, by letter or email, with copies to the instructor and Responsible Administrator, including the reason(s) for a

STEP 4: APPEAL TO THE EDUCATION COUNCIL APPEAL TRIBUNAL (cont.)









## APPENDIX B: TIMELINES

STEPS 1, 2 and 3 of the Grade Appeal procedures must be completed by the following dates, or the first

**APPENDIX B STUDENT APPEALS TIMELINE CHART**

Student Action	College Action	Deadline Fall Course Grade	Deadline Winter Course Grade	Deadline Summer Course Grade
Attempt informal resolution with instructor	Attempt informal resolution with the student	Within 10 business days after Dec. 31	Within 10 business days after April 30	Within 10 business days after Aug. 31
Submit Grade Appeal to Responsible Administrator		Within 10 business days after Dec. 31	Within 10 business days after April 30	Within 10 business days after Aug. 31
	Written decision; notify Vice President, Academic if hearing needed	Within 10 business days	Within 10 business days	Within 10 business days
Appeal Responsible Administrator A decision to Registrar		Within 5 business days	Within 5 business days	Within 5 business days
	Grounds Review Committee meeting and written decision	Within 10 business days*	Within 10 business days *	Within 10 business days*
Attend hearing	Hold Grade Appeal hearing	Within 10 business days	Within 10 business days	Within 10 business days
	Written decision	Within 5 business day	Within 5 business days	Within 5 business days
Appeal to Education Council Appeal Tribunal		Within 10 business days	Within 10 business days	Within 10 business days
	EdCo Appeal Tribunal Grounds Review meeting	Within 10 business days	Within 10 business days	Within 10 business days

Informal Resolution

