

Effective September 1, 2026



## FINAL GRADE APPEAL POLICY

<b>Policy Sponsor:</b>	Provost & Vice-President (Academic)	<b>First Approved:</b>	12 DECEMBER 2025
<b>Primary Contact:</b>	Secretary of Senate	<b>Last Updated:</b>	DD MONTH 20YY
<b>Approved by:</b>	Senate	<b>Review Scheduled:</b>	DD MONTH 20YY

### 1. PURPOSE

This policy is intended to outline the circumstances under which a student may appeal the final grade received in a Brandon University course and the regulations governing the final grade appeal process.

### 2. SCOPE

This policy encompasses undergraduate and graduate students registered in at least one for-credit course offered by Brandon University. It applies only to final course grades.

Students experiencing grading concerns during the course prior to receiving the final course grade are expected to address such with their course instructor throughout the term, using other relevant University policies/procedures (such as the Student Grievance Procedure, the Discrimination and Harassment Prevention Policy and Procedures, etc.) as necessary.

Final grades cannot be appealed through this policy in any of the following situations:

- The final grade is for a Music or Visual Art course that culminated in a jury, concert, or thesis exhibition. These final grades are not appealable under any circumstance.
- The final grade is a result of application of the Professional Standards Policy – Undergraduate Program or the Professional Standards Policy – Graduate Program (Faculty of Education) or the Unsafe/Unprofessional Clinical/Laboratory Practice Policy (Faculty of Health Studies). Appeals in such cases proceed through the provisions of the respective policy.

### 3. DEFINITIONS

**Course:** Any for-credit academic activity that appears on a Brandon University transcript that is assigned a letter or Pass/Fail grade upon completion. This includes practicums, field experiences, Co-op work terms, etc.

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*This document is available in PDF format on the Brandon University website. This document can be obtained in alternative formats from the Office of the President, Room 116 Clark Hall.*

**Designate:** Individual with equivalent decision-making responsibilities assigned to act in the place of the indicated person.

**Final Grade:** The letter or Pass/Fail designation that appears on the Brandon University transcript upon completion of a course and indicates level of performance in the course.

**Instructor:** The instructor assigned to lead a course. The term is inclusive of faculty supervisors assigned to graduate theses.

#### 4. POLICY

##### 4.1. Grounds for Appeal

The final course grade is determined by the grading scale and assessment information provided in the course outline. A student who is dissatisfied with their final grade may pursue an appeal only in the following circumstances:

- The student believes their work was graded inappropriately relative to the information provided in the course outline and/or assessment criteria provided by the instructor; and/or
- The student believes there was a miscalculation of the final grade relative to individual assessment grades received and the grading scale provided in the course outline.

##### 4.2. Faculty Level Grade Appeal

At all stages of the appeal process, the student and instructor are entitled to have a support person of their choice present at meetings. It is recommended that students contact a BUSU representative for guidance and support.

**Informal Resolution:** Where a student has grounds as outlined above and wishes to appeal the final grade received in a course, they should first consult with the course instructor. After this discussion, if the student still believes the grade is inappropriate, they should consult with the Department Chair (or designate).

**Formal Resolution:** After discussion with the Department Chair, if the student still believes the grade is inappropriate, they may submit a formal, written appeal to the Dean of the Faculty/School in which the course is offered (or designate), with copy to the course instructor, department Chair, and Registrar's Office (registrar@brandonu.ca). This appeal must be submitted within 30 days of the date on which the final course grade was issued.

The written submission to the Dean should include all of the following:

- Identification of the course for which the final grade is being appealed;
- A clear statement outlining why the final grade is not representative of their submitted work;
- Reference to and, if available, copies of any correspondence/discussion with the course instructor and Department Chair; and

- Any other documentation, if available, that supports the student's claims relative to their stated ground(s) for appeal.

Once a complete appeal package has been received, the Dean will consult with the instructor and Department Chair concerned and otherwise review the matter related to the final grade. If the Dean believes it is warranted they will ask one or two other experts in the discipline/profession (identified in consultation with the Department Chair) to review the course grade and provide a recommendation based on the information provided in the course outline and/or assessment criteria provided by the course instructor. The Dean will then make a decision and, within 20 business days, so inform the student, Registrar's Office, Department Chair, and instructor, including a clear outline of grading review activities undertaken and a detailed rationale for the decision.

Where the Dean determines that a grade change is appropriate, they will submit a Grade Change Form to the student, Registrar's Office, Department Chair, and instructor. Upon receipt, the Registrar shall review and confirm all appropriate processes were followed before officially processing the grade change. Such grade adjustments are understood to be part of the normal academic process; any form of retribution is not expected and will not be tolerated.

In the exceptional event that the Dean requires more than 20 business days to determine and communicate a decision, the Dean must, as soon as possible in the process, submit an extension request to the Provost & Vice-President (Academic) indicating the reasons for which additional time is required and specifying the desired extension period. Within 2 business days of receiving an extension request, the Provost & Vice-President (Academic), or designate, will respond to the request in writing, with copy to the Registrar's Office. If the extension request is approved, the Provost & Vice-President (Academic) will clearly indicate the final date for the Dean to release their decision on the instructor's report. In the event that the Provost fails to respond to the Dean's request for an extension within 2 business days, it shall be assumed that the extension is granted, to a maximum of 10 business days. In the event that the Dean fails to provide a response to the student within the specified timeline, the Registrar's Office will refer the appeal to the Provost & Vice-President (Academic), or designate. The Provost & Vice-President (Academic) will assign an alternate Dean who will expedite the review process. Normally, the review process will be completed and decision rendered in writing within 10 business days of the Provost & Vice-President (Academic) being informed of the need to reassign the appeal.

#### **4.3. Senate Level Grade Appeal**

If the student is dissatisfied with the decision of the Dean at the Faculty Level Grade Appeal, they may submit a Senate Level Grade Appeal. Normally, such an appeal will be submitted to the Senate Office within 14 business days of receiving the Dean's decision. The appeal will be heard by the Student Appeals Committee (SAC), following such procedures as the Committee may from time to time establish for hearing appeals. The Committee will request that the Dean provide a detailed outline of their review process and rationale for their decision and will subsequently consider both

this statement and the submission provided by the student. The Committee will render a decision which shall be final.

## 5. POLICY AUTHORITY

- **Policy Sponsor:** Vice-President Academic
- **Primary Contact:** Secretary of Senate
- **Approval Authority:** Senate

## 6. RELEVANT LEGISLATION

None

## 7. RELATED POLICY DOCUMENTS

Discrimination and Harassment Prevention Policy and Procedures  
Professional Standards Policy (Undergraduate Program) – Faculty of Education  
Professional Standards Policy (Graduate Program) – Faculty of Education  
Student Grievance Procedure (Undergraduate & Graduate Calendars)  
Unsafe/Unprofessional Clinical/Laboratory Practice Policy – Faculty of Health Studies