

Grade Appeal and Exam Deferral Policy

Guildford College		ID-04470
Name of Institution		Institution Number
Grade Appeal and Exam Deferral Policy	October 7 th , 2024	October 1 st , 2025
Name of Policy	Effective Date	Revision Date
All approved programs offered by Guildford College		
Name of Program		

Introduction

Guildford College explicitly incorporates the principles of natural justice in all student appeal policies and procedures. These principles safeguard fundamental rules of due process and fairness, including adequate notice, the right to be heard, and unbiased treatment. Appeal policies and procedures are printed in the College calendar and available on the College website, informing students how to deal with situations that appear unjust.

Decisions regarding eligibility for admission and course registration, eligibility to order official documents, or to have irreplaceable documents returned are based on college policy and regulations. In the event of extenuating circumstances, a student may submit a request for policy exemption to the Registrar.



Procedure

Students who wish to appeal an admissions, records, or registration policy or procedure may do so by completing an Admissions, Records, and Registration Appeal form. The form must be accompanied by evidence (e.g., medical documents, travel itinerary, etc.). The Admissions, Records, and Registration Appeal form is available on the College website.

Exam Deferral Requests

Students may submit a formal request to defer the date of a midterm or final examination when circumstances beyond their control prevent them from attending at the scheduled exam time. The request must be in writing and must be approved by Student Advocacy.

Requests are granted only in exceptional circumstances, such as a death in the family or a medical emergency. Any requests arising from poor planning or inconvenience, such as booking a flight before the exam schedule is published or conflict with another activity, will not be approved.

The forms for requesting a Midterm Exam Deferral and Final Exam Deferral Form are available on the College website.

Student Procedure:

- Complete the appropriate request form, also available from the reception desk online from Guildford College website.
- Attach documentation to provide evidence of the exam conflict.
- Attach a photocopy of the \$150.00 exam deferral fee receipt. This fee is used to cover the expense of requiring an instructor to generate and grade new exam content, invigilation of the rescheduled exam, and associated administrative costs in processing the request.
- Submit the form, receipt, and supporting documents to the Student Advocacy Office.



Students are contacted about the outcome of their request once the information is assessed, and a decision is made by administration. Where requests are approved, students are given the time, date, and location of the rescheduled exam.

Grade Appeals:

Students have the right to appeal grades for individual assessments while a course is in progress and to appeal the final grade for a course by requesting review of specific assessments.

Grounds for Denying or Proceeding with a Grade Appeal

Typically, a request for appeal may be denied on the following grounds:

- The appeal form is submitted past the deadline.
- The appeal form is incomplete (missing course information and/or supporting documents).
- The appeal is filed for an invalid reason.

Typically, an appeal may be pursued on the following grounds:

- The instructor did not follow the College policy, procedures, and/or timelines relating to the assignment of grades.
- The instructor did not follow the grading outline in the approved Course Syllabus distributed to students. Students must be notified in writing of any changes of substance and relevance to the Course Syllabus.
- The instructor did not provide fair treatment in relation to other students.



Grade Appeal Process:

Step 1: Before pursuing the formal appeal process, all reasonable steps should be taken by the student to resolve a grade dispute by communicating with the instructor in a timely manner. Students are also advised to contact Senior Educational Administrator.

Step 2: If the concern remains unresolved and the student chooses to proceed with a grade appeal, they complete the Grade Appeal Form available on the College website. The completed form must be submitted to the Senior Educational Administrator within 30 calendar days of grade availability. The form must be accompanied by:

- Supporting documents including evidence to support grounds for appeal.
- Receipt of a \$50.00 fee payable to Guildford College by e-transfer.

Step 3: A Student Advocacy Officer considers whether there are grounds for appeal. Where it is determined that the grounds for appeal are not met, the student is normally informed within 5 days from the date of appeal.

Where it is determined that the grounds for appeal are met, the review process is normally completed within 20 business days from the date of appeal:

- The Senior Educational Administrator requests any additional, relevant material from the student, instructor, or other parties, including all related assessment guidelines.
- The Senior Educational Administrator consults with the appropriate department head (when available) on selection of an alternate Guildford College instructor within the same subject area.
- Considering all relevant material, the alternate instructor independently re-grades the student's assignment or exam. An original grade may be



raised, lowered, or remain the same. When advisable, the department head and/or dean's Office is consulted to make a final determination.

- The Senior Educational Administrator then communicates the result to the student, the original instructor, and the department Head. The registrar's Office is also notified if a final grade is affected.

The grade appeal process outlined here is final.

Late Withdrawal Appeals:

Late Withdrawal may be granted only in unusual circumstances beyond the student's control (e.g., severe illness)
