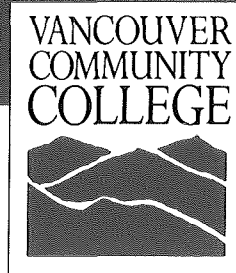


93 July 6

ENTRIFICITY



CITY CENTRE

July 06, 1993

Vancouver Community College

City Centre

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250 West Pender Street

Vancouver BC V6B 1S9

WPSE NEWSLETTER

We have a limited number of the current Women in Post Secondary Education Newsletter in the President's office. If you would like to receive a copy, please call Sarah Lucas, local 7158.

REVISION TO POLICY 2407

City Centre Council has just approved a new Grade Appeal Policy (copy of policy on the following pages). For your information, it is a more streamlined approach and should result in faster turnaround. If you wish additional copies of the Formal Grade Appeal of Final Grade Form, please ask your Division Chair or my office.

Sam DiGiando, Registrar

CONGRATULATIONS...

Doug Mauger has been appointed to the position of Department Head Retail Meat

Processing, effective September 1, 1993. He will take over from Sid Heringer who is planning a very active retirement. Sid's leadership, organizational skills, and general all around good humour and spirits will be greatly missed.

Doug joined VCC as an instructor in 1990; prior to that he taught in Retail Meats at Northern Alberta Institute of Technology from 1986 to 1990. He is currently working towards his Bachelor of Education in Adult Education.

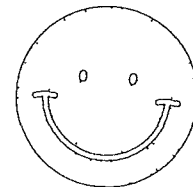
Please join us in congratulating Doug on this new appointment.

Jackie Sandy, Division Chair

TO RENT: Ground floor bachelor suite, 1st and Balsam area near Kits Beach. \$375 includes heat and hot water. No pets. Suitable for a student. Available August 1. For more information, call Cheryl at 871-7231.

This issue's quotable quote comes all the way from a Gambian gentleman who is very interested in taking one of our Tourism & Hospitality courses, he writes, and I quote:

"In the four corners, or around the world there are many who can write learned books, there are many who can rule great kingdoms, and there are many who can lead armies, but there are few who can manage a hotel." How true indeed!!



CITY CENTRE

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VANCOUVER COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

Policy No. 2.4.0.7
Issue Date: 1980 July 14
Amendment: #2 - June 8, 1993
Source: Campus Council
Title: APPEAL OF FINAL GRADE
Concerning: All V.C.C. - City Centre
Students and Faculty
Campus Vice-
President Approval: _____
College President
Approval: _____

Policy

- A. It is the policy of Vancouver Community College - City Centre to afford all students the opportunity to appeal a final grade. In a grade appeal revision, the student's grade may only be increased or remain the same.

Procedure

The grade appeal procedure is divided into two stages:

B.1 INFORMAL GRADE APPEAL

The student will discuss the problem with the instructor.

If the student is not satisfied with the above outcome, he/she may proceed to the Formal Grade Appeal.

B.2 FORMAL GRADE APPEAL

- B.2.1 The student must obtain a Formal Grade Appeal Form and submit it to the Department Head together with any relevant materials. Final Grade Appeal Forms are available from the Department Head, the Student Ombudsperson and the Registrar.
- B.2.2 Students who are continuing to advanced programs and whose appeal is not completed prior to the start of their advanced program/courses, will be allowed to attend classes pending the final outcome of their appeal unless otherwise indicated by Policy 2.4.0.11
- B.2.3 Appeal requests must be initiated within five school days after receipt of final course grade.
Note: A student will be allowed to attend advanced classes if a formal appeal has been received by the Department Head.
- B.2.4 The above timelines may be extended by mutual agreement between the Department Head and the student.
- B.2.5 Formal Grade Appeal forms will be forwarded to the appropriate Department Head, who will ensure that all appeals are dealt with as expeditiously and fairly as possible.

The Department Head will:

- a) Collect from the instructor concerned, all available and applicable material related to the course work being re-evaluated. These together with any material submitted by the student will be added to the Formal Grade Appeal form. Every effort will be made to ensure the anonymity of the student as far as possible.
- b) Assign to the review an instructor who is familiar with the course content but who did not teach the course to the student concerned. This instructor will independently assess the submitted material and render a recommendation to the Department Head within two days of receipt of materials.
- c) In cases where a Department consists of two or fewer instructors, or the Department Head was the instructor of the course in which the Final Grade is being appealed, the Division Chair shall act in place of the Department Head.
- d) If the independent reader arrives at a different grade than the instructor, the Department Head, or alternate will automatically become a second independent decision-maker.
- e) The final authority to change a final grade rests with the Department Head or, in the case of c), the Division Chair who will submit a Change of Grade Form to the Registrar.
- f) The Department Head will notify the Registrar and the instructor of the results of the appeal.

B.2.6 The Registrar will:

- a) Inform the student in writing of the results of the grade appeal.
- b) Notify Student Records to revise the permanent student record (if applicable).

FORMAL GRADE APPEAL OF FINAL GRADE FORM

This form to be used only after the Informal Grade Appeal process has been concluded.

Please Print.

Name: _____ Student No: _____

Address: _____ Telephone No: Day: _____

Evening: _____

Program: _____ Course Name & No: _____ End Date: _____

Grade Received: _____ Instructor: _____

Supporting Documents Attached: ☐ Yes No. of Pages _____ ☐ No

Note: Students should include any supporting course materials, any relevant data that s/he feels should be considered and the specific grounds upon which s/he is basing his/her appeal.

Reasons for Appeal: _____

Signed: Student _____

_____ Date

RESULTS OF FORMAL GRADE APPEAL

A formal grade review of final grade for the above named student was conducted in accordance with Appeal of Final Grade Policy No: 2.4.0.7. As a result of said review, the final grade is:

☐ unchanged

☐ changed to _____

Give Reasons for Change: _____

Signed: Department Head (or Division Chair) _____

_____ Date

