

GRADE RECALCULATION AND REVIEW POLICY

Responsibility of	Registrar
Reviewed by	Academic Planning Committee, Seminary Team
Approved by	Faculty Senate
Reviewed	February 2, 2019, May 2, 2025
Next Review	5 years after approval

POLICY OVERVIEW

This policy outlines the processes students can follow to have their course grades recalculated or reviewed.

PRINCIPLES

This policy is guided by the principles of integrity and transparency.

SCOPE

This policy applies to all students of Briercrest College and Seminary.

POLICY STATEMENT

Grade Recalculation

If students believe that a course instructor has made an error in their grade transcription or calculation, they should ask him or her, in writing, to recalculate the grade. Students should be aware that their grade may go up or down, depending on the error. If students are not satisfied with the response, they may follow the academic appeal process as outlined in the Academic Review and Appeal Process.

Grade Recalculation Process

- Students should approach the faculty member with their request.
- If necessary, the faculty member will submit a grade change to Academic Services. The student will not pay a fee.

Grade Review

If students believe they should receive a better course grade, they should request that the faculty member involved review the final mark. The decision to review the student's grade is at the discretion of the faculty member. Students should also be aware that the faculty member may raise or lower the grade depending on the review of the assignment(s). If students are not satisfied with the response, they may follow the Academic Review and Appeal Process.

Grade Review Process

- College students must initiate the grade review process within 30 days of the commencement of the following semester. Seminary students must initiate the course grade review process within 60 days of receiving their final grade.
- Students should approach the faculty member with their request.
- If necessary, the faculty member will submit a grade change to Academic Services and a fee will not be charged.

APPENDIX A

Related Forms/Policies	Academic Review and Appeal Policy
Where is this policy published	College Academic Calendar (https://www.briercrestcollege.ca/academics/calendar/) Seminary Academic Calendar (https://www.briercrestseminary.ca/academics/calendar/)
Contact Information	Registrar