

<b>DOCUMENT TITLE</b>	<b>Standards for Records Management – Grade Review and Appeals</b>
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<b>RESPONSIBLE OPERATIONAL LEADER</b>	Dean/Director/Registrar

## STANDARDS FOR RECORDS MANAGEMENT – GRADE REVIEW AND APPEALS

### PURPOSE

The purpose of this document is to articulate how records and documentation associated with the [Grade Review and Appeals policy](#) will be managed.

### STANDARDS FOR RECORDS MANAGEMENT – GRADE REVIEW AND APPEALS

Records and documentation related to the Request for Grade Review and Appeals policy are kept with either the instructor, School, Office of the Registrar, or all three parties, to ensure that the College has all the necessary information to process a review and/or appeal of a final course grade. The Office of the Registrar and senior academic administrators such as Deans and Directors will have access to student records with respect to the [Grade Review and Appeals policy](#).

Deans/Directors/Education Council Appeals Panel will report outcomes related to final course grade reviews, along with relevant documentation, to the Office of the Registrar once a decision has been made.

### LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [Grade Review and Appeals Policy](#)
- [E-1.5 Grading Policy](#)
- [E-1.6 Educational Approvals Policy](#)
- [Guidelines: Camosun College Support Person](#)
- [Services for Student](#)
- [Terms of Reference: Education Council Academic Appeals Panel](#)