

REMEDIAL WORK POLICY (COLLEGE)

This policy is the responsibility of the Registrar and was approved by Faculty Senate.

POLICY OVERVIEW

This policy explains how a student can improve their final grade in a failed course, using remedial work.

PRINCIPLES

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

SCOPE

This policy applies to all students of Briercrest College.

POLICY STATEMENT

If a student believes that he or she has a valid reason to receive additional consideration on a course grade, he or she may ask the course instructor to reconsider the grade. The decision to reconsider the student's grade and/or to assign remedial work is at the discretion of the faculty member. In order to qualify for remedial work, the course grade must be 45-49 per cent; the maximum that a grade may be raised as a result of remedial work is six percentage points. (Example: If a student gets 49 per cent in a course, the maximum grade that student may receive after successful remedial work is 55 per cent.)

In addition to remedial work, students must complete all regular course assignments with passing marks to qualify for the grade increase. If a faculty member's decision is not acceptable to the student, he or she may follow the Academic Review and Appeal Process. Multiple requests for grade reviews by the same student in consecutive semesters, as well as the student's overall academic progress, will have a bearing on the consideration of his or her request. The student is responsible for the administrative fee that results from this process, except where there has been an error in grade transcription or calculation.

PROCEDURES

- The student must initiate the review process by September 30 for the winter and summer semester grades and by January 31 for the fall semester grades.
- The student must submit the request for a grade review in writing to Academic Services using the Remedial Work form.

- The Registrar will consult with the faculty member and either begin the review process or deny it.
- Academic Services will charge an administration fee of \$100 to the student's account upon approval of the appeal.
- Upon completion of the remedial work, the faculty member will submit the revised grade (if applicable) to Academic Services.

APPENDIX A

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

