

REMEDIAL WORK POLICY (COLLEGE)

Responsibility of	Registrar
Approved by	Faculty Senate
Revision History	(Education Team) January 19, 2004, (APC) February 20, 2008, November 2024
Next Review	2029

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

Remedial work is additional course work completed by a student after the completion of a course, in order to raise their final course grade to a pass. If a student failed the course with a final grade of 45-49 per cent, then remedial work may be an option. 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.)

Faculty may consider having students complete regular course assignments with passing marks to qualify for the grade increase. Other remedial work could include extra reading and writing assignments to address deficiencies in the student's achievement of course outcomes. The total workload should take 6-10 hours of student engagement. 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 May 31 for winter semester grades, by September 30 for summer semester grades, and by January 31 for 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

