



GRADING POLICY

Policy Statement

Hanson College of Business Health and Technology (hereinafter 'Hanson') strives to ensure its grading processes are fair and equitable for all students. The purpose of this Grading Policy is to provide a consistent, transparent, and accountable process for the evaluation and grading of students in all programs and courses/modules at Hanson.

Evaluation and Final Grades

The process of evaluation culminates in the awarding of a final grade in each program. Final grades are assigned based on an equitable and accountable process aligned with the stated program objectives. Students have the right to obtain a formal review of their final grades on legitimate grounds through a Grade Appeal procedure that seeks objective third-party opinion.

Grade Appeals

Grade Appeal Grounds

Grounds for a grade review include the method of evaluation, how it was applied, and documentation on how the grade was assigned. Issues such as personality conflicts or harassment must be addressed through other policies such as the Code of Conduct or Sexual Violence Policy.

Grade Review Procedure

Within three (3) business days of the posting of the grades, a student wishing to appeal for a grade must submit a written request to the Academic Administrator, specifying the course/module and grade being appealed and the reasons for the appeal. Transitioning to the next step, the student must attempt to resolve the issue informally with the instructor before proceeding with a formal appeal. If the informal resolution fails, the Academic Administrator will initiate the formal Appeal Review process.

Formation of the Review Committee

The Review Committee will consist of three members: one expert in the subject area, one instructor, and one Academic Administrator.

Role of the Review Committee

The committee will interview the students and faculty independently, review the documentation, validate the

information, and determine the appropriateness of the original grade. The committee's decision is final and will be communicated within (5) business days to all parties. This will be considered a Final Appeal Resolution Render.

Academic Standing and Promotion

Passing Grades and Rewrites

A minimum passing grade of 60% or 70% is required for all courses/modules based on the program outline.

Students who fail to attain a passing grade in a course/module may rewrite the test or redo the assignment/performance demonstration. The highest mark that can be obtained on a rewrite/redo is 70%. If a student fails the rewrite/redo, they will be required to repeat the course/module.

The maximum number of module rewrites is three, with no more than one rewrite in any one module.

All failed assignments and exams are automatically reread and reviewed.

Attendance and Progress Reports

Students must demonstrate a satisfactory attendance record by completing the Attendance Form, which is kept in the student's file. All students must complete the required hours, and any missed time must be made up and documented. Additionally, before halfway through the program, students must be provided with a progress report, and a record of this report must be maintained in the student's file. Students who fail to receive this report and can prove it may request a full refund of fees paid.

Graduation Requirements

- A minimum mark of 70% in each course/module with no evaluation method below 70%.
- A minimum mark of 70% with no critical deficiencies in each of the Skills Performance Demonstrations.
- Demonstrate a satisfactory attendance record.
- Successful completion of all Work Placement hours and Skills Requirements.
- Successful completion of the Final Comprehensive Theory Examination with a pass mark of 65% (if applicable).
- Submission of a resume intended for job search.