

Summer 2007 Policy Changes - eCore Advisory Sub-committee

Course Withdrawal

Each student is required to take the necessary steps to make his/her withdrawal official.

Test Proctoring Services

All courses must have at least one proctored experience of significant value that is mandatory for students. **All proctored experiences within a course are considered mandatory. A student who does not take the mandatory proctored experience/s will fail the course. (new policy - effective fall semester 2007)** As a *guideline*, the proctored experience should count for no more than 15% of the final grade.

Grade Appeals

If a student wishes to appeal a grade, the appeal must be made within 30 days after the grade has been posted. The grade appeal process is as follows:

- Student appeals to the faculty member.
- If not resolved, the next level of appeal is to the department head of the faculty member involved.
- If not resolved, the next level of appeal is to the VPAA of the institution of the student.
- If not resolved, the final appeal goes to the eCore sub-committee. If the decision were made to change the grade, they would refer that decision back to the student's institution.