



Grade Appeal Policy

Effective: February 1, 2025

Responsibility: Senior Educational Administrator, College Director

Date of Last Revision: January 20, 2025

Grade Appeal

If students receive poor assessments (formative or summative) early in any course they should meet with the instructor and review progress and study habits. The instructor will provide support and direction to the student.

- a. Students have a right to appeal their final grade if it is a failing grade. If a student is dissatisfied with the grade received and can provide evidence that a higher grade is warranted, he/she should discuss the matter with his/her instructor. The instructor will review the grade and, only if warranted, assign a different grade.
- b. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she can submit a written appeal to the Senior Educational Administrator using the Grade Appeal Form within ten (10) business days of the release of the grade. The basis of an appeal is based on:
 - A clerical error has resulted in a miscalculation of the grade, or
 - The grade awarded does not fairly reflect academic performance and/or the stated requirements for the course.
- c. The Senior Educational Administrator will obtain a copy of grade appeal form, the assessments/ assignment (s) in question from the instructor. The Senior Educational Administrator may have another qualified instructor conduct a review / re-assessment.
- d. If the re-assessment achieves a higher grade, which leads to passing grade, the Senior Educational Administrator will consult with both the original instructor and the re-grading instructor to review the reasons for the higher grade assessment. If a higher grade is determined accurate, the higher grade will be assigned to the student if it results in a passing grade.
- e. Once the re-assessment is complete, the Senior Educational Administrator will review the process and, once his/her review is complete, the grade will be considered final and cannot be appealed.
- f. The decision on the grade appeal will be provided to students within 30 days of receipt of the Grade Appeal Form by the Senior Educational Administrator.
- g. Students have the right to follow the dispute resolution policy for related issues.