

Policy# 405

Policy 405-Student Grade Appeal Policy-2024-
01-04

Canada College of Arts & Business
Name of Institution

04225

Institution Number

Grade Appeal Policy
Name of Policy

September 2017
Effective Date

Jan/04/2024
Latest Revision Date

May/06/2023

Previous Revision

Objective of Policy:

Canada College of Arts & Business provides an opportunity for students who are enrolled in a program/course and who are dissatisfied with a grade received.

Policy: All grades received may be appealed.

Procedures for Policy:

1. If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted, they should discuss this with their instructor within 5 days of receipt of the grade. The instructor will consider the evidence and, if warranted, assign a different grade within 5 days of receiving the appeal.
2. If the student is not satisfied with the outcome of their appeal to the instructor, they should submit a written appeal, in the form of a letter, to the Campus Coordinator within two weeks of the exam/test date.
3. The Campus Coordinator will obtain a copy of the exam/test from the instructor and will have the assessment re-marked by another instructor within 5 days of receipt of the appeal.
4. The campus coordinator will analyze the results with the campus director and take a decision on the appeal.

5. If the assessment deserves a higher grade on re-mark, the higher grade will be assigned to the student and a new transcript will be issued to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.

6. If a grade appeal is reviewed by the Campus Director, the grade assigned following the remark and review will be final and cannot be appealed further.