

Q COLLEGE

Name of Institution

3010

Institution Number

Grade Appeal

Name of Policy

August 20, 2021

Effective Date

August 20, 2021

Revision Date

Grades Appeal

If a student is not satisfied with the final grades awarded to them in the courses, and the student has evidence to prove that they should be receiving a higher final grade, the student may appeal to the College to review that academic decision. The College is committed to and shall make every effort in a timely and just manner to attend to the student's Grade Appeal.

Process and Procedures for Grades Appeal by Students:

1. Students must observe the following steps to have their Final Grades reviewed:
 - a) First, speak to their Instructor and attempt to resolve the matter informally. The Instructor will review the evidence provided by the student and offer a fair resolution based on current policies pertaining to grades.
 - b) If the student is not satisfied with the review by the Instructor and the matter is not resolved to the student's satisfaction, they may then submit a formal Letter of Appeal to the SEA within a week of the grades being announced.
2. Following receipt of the student's formal written Letter of Appeal, the SEA will review the final assessment awarded to the student by the Instructor and will appoint another Instructor to re-mark. A new grade will be assigned to the student.
 - If the student receives a higher grade than the original score on the re-mark, the student will be assigned the new higher grade.
 - If the student receives a lower grade than the original score on the re-mark, the student will retain the original grade.
 - Grades assigned by the SEA as a result of a Grade Appeal by the student will be final and cannot be appealed further.
3. Grade Appeal is only permissible for final grades on courses in a program of study.
4. Deadline for Grade Appeal is valid for a period up to 1 year from the end date of a program of study.