

VANCODERM ACADEMY		ID#04528
Name of Institution		Institution Number
Grade Appeal		1/24/2020
Name of Policy	Effective Date	Revision Date

1. The process by which a student may appeal a grade received in a course at The Vancoderm Academy is as follows:

This policy outlines the governing procedures for student appeals of individual marks and final grades. If appealing a final grade, a student may focus on one or more individual assignments or assessments that he or she feels was not properly assessed. Students have the right to appeal final grades when they believe the stated evaluation criteria for the course have not been properly or consistently applied; evaluation criteria were unclear or were not specified; the grade was assigned on a basis other than evaluation of the student's required coursework or the final grade was miscalculated. All parties to an appeal have the right to a timely, fair and equitable process for resolving concerns over grades.

A concern with a grade should be resolved informally with the instructor where possible, and otherwise at the earliest possible step in the Grade Appeal Policy. A mark or final grade may be raised, lowered or remain the same as the result of the appeal. Students have the right to continue their studies while a grade appeal is in process, except where the student's continued participation in a course or program would impede the learning or safety of the student or other parties. A student who continues in any course or program that required prior completion of the course under review will be required to withdraw from the course or program should the grade appeal be unsuccessful.

The student must first be given the opportunity to resolve a concern regarding the marking/grading of any course work or assessment returned by the instructor or any posted final grade through an informal resolution process with the Instructor.

Grades are compared firstly to the attendance/marking sheet to eliminate input error. If successful, the instructor will change the mark/final grade on the attendance/marking sheet in order to properly calculate the final grade. This sheet would then be submitted to the Admission office to update the mark/grade on their final transcript.

If the student is dissatisfied with the results of the informal resolution, the student may then follow the steps outlined in the Dispute Resolution Policy, beginning with a written statement to the General Director regarding the nature of the appeal, an appropriate

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rational for the appeal, a summary of events that resulted in the appeal as well as the reasons why the mark/grade should be changed. As part of the Director's investigation, he/she may have a Lead Instructor for the course/program review all submitted course work and assessments in order to provide a fair and impartial decision.