

Grade Appeal Policy

Policy Name: Grade Appeal

Policy Effective Date: July 5, 2022

Ownership Area: Academic Operations

Owner: National Director of Education

Review Date: March 22, 2022

Next Review Date: March 24, 2025

Grade Appeal

Students have the right to challenge the validity of the final course grade given by an instructor due to grading errors. The student must first attempt to resolve the disputed grade with the instructor within three (3) calendar days of the official posting of the final course grade.

In the event if the policy and/or process is not followed, the student can submit a petition in writing to the Dean of the College (Dean), clearly describing the grievance or complaint. The student's petition packet must be submitted to the Dean within seven (7) calendar days following the official posting of the final course grade and must include the student's letter (dated and signed) and all supporting documentation.

The Dean reviews the petition packet, seeks a resolution, and notifies the student of the decision in writing within seven (7) calendar days of receipt of the petition packet. In the event the policy and/or process is not followed, the student can contest the Dean's decision through the College's Grievance Policy.

*Please note that a grade appeal can result in a delay of program due to the need to fulfill prerequisites prior to enrolling in some courses.