

Grade Appeal Policy

St Giles Vancouver

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Name of Institution	August 23, 2021	Institution Number August 19, 2021
Grade Appeal	<hr/>	<hr/>
Name of Policy	Effective Date	Revision Date

The process by which a student may appeal a grade received in a course at St Giles Vancouver is as follows. The process must be begun within 5 working days of receiving the grade.

1. If a student is dissatisfied with a grade received they should first speak with their instructor. The instructor will consider the grade and, if warranted, assign another grade.
2. If the student is still not satisfied with the outcome of their appeal to the instructor, they should submit a written appeal to the Director of Studies.
3. The Director of Studies will obtain a copy of the assignment/test in question from the instructor and will have another instructor re-assess the assignment/test.
4. If the student achieves a higher grade on re-assessment, the higher grade will be assigned to the student. If the student achieves a lower grade on re-assessment, the original grade will be retained.
5. The revised grade will be considered final and cannot be appealed.
6. The decisions on the grade appeal will be provided to students within 30 school days of St Giles Vancouver's receipt of the written appeal.