

Grade Appeal Policy

<u>ICCS College of Canada Ltd.</u> Name of Institution	<u># 04657</u> Institution Number	
<u>Grade Appeal</u> Name of Policy	<u>10/20/2022</u> Effective Date	<u>Revision Date</u>
<u>Director, SEA, instructor</u> Position(s) Responsible for Administering this Policy		

Policy:

ICCS College of Canada provides an opportunity for students to request grade appeals for their examinations. Students may initiate the grade appeal process for individual assignments or projects, in addition to mid-term or final assessment grades.

Procedure:

1. If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted they should discuss their dissatisfaction with their instructor. The instructor will reconsider the grade and, if warranted, assign a different grade.
2. If the student is not satisfied with the outcome of the discussion a written appeal must be submitted by the student to the Director.
3. The Director will obtain a copy of the assignment/test in question from the instructor and will have another instructor re-assess the mark.
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 grade will be considered final and cannot be appealed.
6. The decision on the grade appeal will be provided to the student within 30 school days of ICCS College of Canada's receipt of the written appeal.
7. Forms of delivery of written communication accepted by ICCS College of Canada are in person or via fax, email, or postal delivery.