



### Pacific Link College

**Grades Appeal Policy**

Name of Policy

**August 1, 2014**

Implementation Date

**Campus Manager, Campus Coordinator**

Position(s) Responsible

**May 25, 2018**

Date of Last Revision

#### **Policy:**

Pacific Link College provides an opportunity for students to resolve grade appeals in a fair and equitable manner.

The policy applies to all Pacific Link College students who are currently enrolled or were enrolled 30 days prior to the submitting their concern to the Campus Manager. Appeals must be received within 30 days of the event having occurred.

#### **Procedure for Grade Appeal:**

1. If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted, he/she should discuss with his/her 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 his/her appeal to the instructor, he/she should submit a written appeal to the Campus Coordinator.
3. The Campus Coordinator will obtain a copy of the assignment/test in question from the instructor and will have another instructor conduct a review.
4. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.



5. Once the re-assessment is complete, the Campus Manager will review the process and, once his/her review is complete, the 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 Pacific Link College's receipt of the written complaint.