



GRADE APPEAL - GRADE CHANGE POLICY

Effective Date: June 26, 2017

POLICY:

This policy provides students with a safeguard against receiving an incorrect final grade, while respecting the academic responsibility of the instructor and the student. Upon receiving a request from a student, or in the event an instructor (or other campus employee) notices the need for a change, the instructor (or other campus employee in the instructor's absence) would initiate this request within two calendar weeks¹ from the start of the term immediately following the grade earned.

PROCEDURE:

For the situation where a student believes there was an error in the calculation or assigning of a course grade, it is the responsibility of the student to contact the course instructor to discuss the grade and make his or her case to have the grade changed. If the course instructor declines to support the student's request for a change of grade or in situations where the instructor cannot be contacted, the student may appeal the course grade to the Academic Dean or Managing Director of the campus.

Requests for change of grade after the conclusion of a course will be honored only to correct an error or to update the incomplete (IN) grade. To facilitate this process, the Request to Change Grade or LDA form is to be completed. This form shall require course information, a provision for the student to include a personal statement explaining why he or she believes the grade should be changed, and a provision to include supporting documentation.

Decisions on grade changes are made within the schools by the Academic Dean or Managing Director for any changes within the allotted time period. After that point, the Director or Vice President of Education is required to approve. If the request is supported, the school will notify the Administrative Assistant who will process the change. For those changes outside of two weeks, the Director of Education or IT Director will make the change. Students are then given an updated report card reflecting the change. If the request is denied, students will be notified by the school.

¹ Mitigating circumstances for a grade change beyond the two calendar week deadline must be approved by the Director or Vice President of Education