

# Grade Appeal Policy

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**Wales Young Institute**

3857

Name of Institution

Institution Number

**Grade Appeal Policy**

**April 25, 2014**

**August 30, 2021**

Name of Policy

Date of  
Implementation

Date of Last Revision

Wales Young Institute provides an opportunity for students to appeal their grades in a fair and equitable manner.

A concern about a grade should be resolved informally with the instructor where possible, and otherwise at the earliest possible step of the formal appeal process outlined below.

A grade may be raised, lowered, or remain the same as the result of an appeal.

## **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 SEA
3. The SEA and his/her instructor will then assess this appeal
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 director will review the process and, once his/her review is complete, the grade will be considered final and cannot be appealed.

The decisions on the grade appeal will be provided to students within 30 school days of Wales Young Institute's receipt of the written complaint.