

Grade Appeal Policy

A student enrolled in Cambridge College program may appeal final grade in any written quiz, test, assignment, project, or other assessment instrument within 10 days of marks/grade announcement.

It is the policy of the College that a student who invokes this appeal process will have their grade reviewed in a fair and reasonable manner.

Procedure

1. If a student is dissatisfied with the grade received for a mid-term or final course assessment 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 still not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Senior Educational Administrator. This appeal will be considered within five working days.
3. The Senior Educational Administrator will obtain a copy of the mid-term or final assessment from the instructor and will have the assessment re-marked by another instructor. The faculty member will issue a written grade within one working day of completion of the review and will discuss the decision with student if requested.
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.

If a grade appeal is reviewed by the Senior Educational Administrator, the grade assigned following the re-mark and review will be final and cannot be appealed further