

Student Grade Appeal Policy - WBCPC

Western British Columbia Polytechnic College

03792

Name of Institution

Institution Number

Student Grade Appeal

September 1, 2022

August 24, 2023

Name of Policy

Effective Date

Revision Date

This policy governs “Student Grade Appeal” respecting Western British Columbia Polytechnic College (WBCPC) and any aspect of its operations.

Grades for course work are compiled at the end of each module/course based on the combination of assessments taken (tests or final exam). Assessments may include projects/assignments, class tests, presentations, participation in class activities, and evaluations of appropriate competences. Each corresponding assessment will be assigned a score. The individual scores will be aggregated as a final grade.

The minimum acceptable mark on any work is 50%. However, if a student achieves less than 50% on any assignment, it must be re-done within 10 days or as decided by the instructor. Students who do not rewrite/re-do projects or upgrade may be required and asked to redo the course and pay any applicable charges.

The process by which a student may appeal a grade received in a course is as follows:

- Students should contact their instructors at first and provide evidence with higher grades within 5 days after the grade is given. If the evidence is reasonable, the instructor should accept the appeal and assign a new grade. And the student should be informed with a grade within 5 days after the appeal is received.
- If a student is not satisfied with the appeal result from the instructor, he/she may contact the program director in a written document within 5 days after the appeal result from the instructor is received.
 - The program director should collect all information about tests, exams, assignments and so on, ask another instructor to assess and give a grade within 5 days after the appeal is received.
 - If the new grade is higher than the original one, the new grade will be assigned.
 - If the new grade is equal or lower than the original one, the original grade will be kept.
 - The grade after review by the program director will be final.
 - The student should be informed with the final grade within 8 days after the appeal is received.