

Dunsmuir College  
Name of Institution

Institution Number

**Grade Appeal Policy**  
Name of Policy

Effective Date

Revision Date

### **Purpose**

To provide a fair, transparent, and timely process for students to appeal a grade received in a course.

### **Scope**

This policy applies to all enrolled students at Dunsmuir College who wish to formally appeal a final or major course grade.

### **Grounds for Appeal**

1. Students may appeal a grade on the following grounds:
2. Clerical or calculation errors in the grading.
3. The grade does not fairly reflect the student's academic performance or adherence to course requirements.
4. The grading process was inconsistent with the outlined course or institutional policies.
5. Extenuating personal circumstances impacting performance that were not considered.

### **Procedure for Grade Appeal**

#### **Step 1: Informal Resolution**

- a. The student must first discuss the grade concern with the course instructor within 10 business days of receiving the grade.
- b. The instructor will review the grade and either confirm or revise it if appropriate.

#### **Step 2: Formal Appeal Submission**

If unresolved, the student may submit a written appeal to the Finance and Accounting Manager, Irwin Selvadhas at [irwin.selvadhas@gastownbusinesscollege.com](mailto:irwin.selvadhas@gastownbusinesscollege.com) or designated authority within 10

business days after the informal resolution step to Finance and Accounting Manager, Irwin Selvadhas at [irwin.selvadhas@gastownbusinesscollege.com](mailto:irwin.selvadhas@gastownbusinesscollege.com). The appeal must include:

- a. A completed Grade Appeal Form from [reception@gastownbusinesscollege.com](mailto:reception@gastownbusinesscollege.com)
- b. Supporting evidence such as graded assessments, course outlines, and relevant correspondence.
- c. Clear explanation of the appeal grounds.

### **Step 3: Review and Re-assessment**

- a. The Finance and Accounting Manager, Irwin Selvadhas – [irwin.selvadhas@gastownbusinesscollege.com](mailto:irwin.selvadhas@gastownbusinesscollege.com) will obtain the contested assessment(s) and arrange for a re-mark by a qualified instructor who was not involved in the original grading.
- b. If the re-assessment results in a higher grade, the higher grade will be assigned. If lower, the original grade stands.

### **Step 4: Decision Notification**

- a. The student will receive written notification of the final decision within 30 calendar days of receipt of the formal appeal. The decision of the Finance and Accounting Manager, Irwin Selvadhas – [irwin.selvadhas@gastownbusinesscollege.com](mailto:irwin.selvadhas@gastownbusinesscollege.com) is final and binding with no further appeal.

### **Step 5: Additional Provisions**

- a. No fees shall be charged to the student for filing or processing a grade appeal.
- b. A copy of this policy, along with contact information for the Finance and Accounting Manager, Irwin Selvadhas – [irwin.selvadhas@gastownbusinesscollege.com](mailto:irwin.selvadhas@gastownbusinesscollege.com) or appropriate officials, will be provided to each student before the program start date.
- c. If unsatisfied with the institution's decision, students may file a complaint with the Private Training Institutions Regulatory Unit at