



Grade Appeal Policy

May 1, 2003

Name of Policy

Implementation Date

Student Services, Instructors, Senior Educational Administrator

September 1, 2016

Position(s) Responsible

Date of Last Revision

Brighton College provides an opportunity for students to resolve disputes of grades appeals in a fair, reasonable and equitable manner.

The policy applies to all Brighton College students who are currently enrolled or were enrolled 6 months prior to the submission of their concern to the Senior Educational Administrator.

Procedure for Student 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 Senior Educational Administrator.
3. The Senior Educational Administrator will obtain a copy of the assignment/test in question from the instructor and will have another instructor re-assess the test.
4. If the student achieves a higher grade on re-assessment, the higher grade will be assigned to the student. If the student achieves a lower grade on re-assessment, the original grade will be retained.
5. The grade will be considered final and cannot be appealed.
6. The decisions on the grade appeal will be provided to students within 30 school days of Brighton College's receipt of the written appeal.

Brighton College Grade Appeal Form

Student Information

Student Name:	Program:
Student ID:	Tel:
Course Grade to be appealed:	Email:
Course Instructor:	Submission Date:

Description of Issue (additional sheets may be attached if more space is needed)

<i>Student Signature</i>	<i>Date</i>

Steps Taken to Resolve Issue and the Result:

<i>Senior Educational Administrator Print Name and Signature</i>	<i>Date</i>