



VANCOUVER AVIATION COLLEGE

Institution Number 4475

Grade Appeal

15 / OCT / 2020

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. All request for grade appeal must be in writing.
3. 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 using Grades Appeal form.
4. 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.
5. 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.
6. The grade will be considered final and cannot be appealed.
7. The decisions on the grade appeal will be provided to students within thirty (30) school days of Vancouver Aviation College's receipt of the written appeal.
8. If a student fails exam, they may allowed to do a rewrite. The rewrite must occur within 14 days of having failed a exam. Student will be required to pay an administrative fee of \$100. If the student achieves a higher grade on rewrite, the higher grade will be assigned to the student. If the student achieves a lower grade on rewrite, the original grade will be retained on transcript.

Final Step: Submit a written letter to the President of the institution. `Letter of Appeal` to the President. This letter shall include all facts and information to the President clearly stating reasons for your dissatisfaction with previous decisions and decision in your opinion would have been fairer to you and why? The President (or his/her delegate) once again review all old and new evidence and shall provide a written response to the student within 14 days from the date of receiving this formal Letter of Appeal.

