

Policy Title: Student Grade Appeal Policy and Procedure

Approved by: Campus Director

Executive(s) Responsible: Senior Educational Administrator

Administrator(s) Responsible: Academic Manager, Academic Assistant

Revision Date: January 02, 2026

Effective Date: January 02, 2026

Next Review Date: December 31, 2026

Background & Scope

The Canadian College of Technology and Business (CCTB) is committed to providing its students with the opportunity to appeal grades in a fair, reasonable, and equitable manner.

This policy applies to all students enrolled in a program of study at CCTB.

Purpose of the Policy

This policy governs grade appeals from students. Students will not be subject to any form of retaliation as a result of filing an appeal.

Policy Statement

Requests for grade appeals must be made in writing. Students must provide their written request to the Senior Educational Administrator, who is responsible for deciding in respect of grade appeals.

1. Procedure for Grade Appeals

1.1. Grades may be appealed at the following times:

- When any course work or assessment is returned by the instructor, students may appeal the mark given with the instructor. If successful, the instructor will change the mark on the classroom attendance/marketing sheet in order to calculate the final grade. It will then be submitted to the Senior Educational Administrator (or designate) for approval to revise the official transcript.
- When final grades are posted, students may appeal the grade with the instructor within five (5) business days after posting, but not after the Grade Review period of the current academic term.

1.2. The grade appeal process is as follows:

- Grade appeals must be submitted to the Academic Department within five (5) business days of posting, or before the end of the Grade Review period of a given academic term.
- Grades are compared firstly to the attendance/marketing sheet to eliminate the risk of input errors. If successful, the grade will be changed in the official transcript.
- If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted, they should discuss the situation with his/her instructor. The instructor will reconsider the grade and, if warranted, assign a different grade;
- 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 (or designate);
- The Senior Educational Administrator (or designate) will obtain a copy of the assignment/test in question from the instructor and will have another instructor re-assess the test;
- If the student achieves a higher grade upon re-assessment, the higher grade will be assigned to the student. If the student achieves a lower grade upon re-assessment, the original grade will be retained;
- The grade will be considered final and cannot be appealed; and
- The decisions on the grade appeal will be provided to students within thirty (30) school days of CCTB's receipt of the written appeal.

Related Legislation

- **Private Training Act**

Document History

Date	Approval/Review/Key Change(s)
27 Nov 2024	Revised deadline for grade appeal to include Grade Review period
02 Jan 2026	Revised deadline to include 5 business days of posting or the end of Grade Review period. Changed executive decision-maker to Senior Educational Administrator.