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| Weston College | | |  |  |
| Name of Institution | | |  | Institution Number |
| **Grade Appeal Policy** |  | January 1, 2022 |  | September 1, 2021 |
| Name of Policy |  | Effective Date |  | Revision Date |

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

1. If a student is unsatisfied with a grade he or she received, the student is required to discuss the issue with their Instructor within five (5) school days of receiving the grade in question.
2. If the student is not satisfied with the decision made by their instructor, he or she must submit their Grade Appeal request in writing using the grade appeal form and submit it to the Senior Educational Administrator along with any supporting documents within ten (10) school days of receiving the decision from their Instructor.
3. If appealing a final grade, a student may focus on one or more individual assessments that she or he fees were not properly assessed.
4. The Senior Educational Administrator will obtain a copy of the assessment in question from the Instructor and will have another Instructor re-assess the assignment/test.
5. If the student receives a higher grade on the re-assessment, the higher grade will be assigned to the student. If the student receives a lower grade on the re-assessment, the original grade will stand.
6. The re-assessed grade will be considered final and cannot be appealed.
7. The final decision of the grade appeal will be provided in writing within thirty (30) school days.