# Grades Appeal Policy

## VICTORIA CAREER COLLEGE OF HEALTH AND BUSINESS LTD.

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| **PTIB Institution No.** | ID-03879 |
| **Effective Date** | 1st September, 2026 |
| **Position Responsible** | Senior Education Administrator |

**Policy:**

Victoria Career College provides an opportunity for students to apply for grades appeals and it will be dealt in a fair and equitable manner.

The policy applies to all Victoria Career College students who are currently enrolled or were enrolled 30 days prior to the submitting their concern to the Senior Educational Administrator.

Only grades received on mid-term or final assessments may be appealed. The students have 5 school days to appeal their final grade. Grades received for assignments or weekly quizzes may not be appealed.

**Procedure for Grade Appeal:**

1. If a student is dissatisfied with the grade received for a mid-term or final course assessment 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 mid-term or final assessment from the instructor and will have the assessment re-marked by another instructor.

4. If SEA is instructor, student can submit appeal to another part-time SEA or to Director or CEO regarding this. In this case concerned person will obtain a copy of the mid-term or final assessment from the instructor and will have the assessment re-marked by another instructor.
5. If the assessment achieves a higher grade on re-mark, the higher grade will be assigned to the student. If the assessment achieves a lower grade on re-mark, the original grade will be retained.
6. If a grade appeal is reviewed by the Director or CEO, the grade assigned following the re-mark and review will be final and cannot be appealed further.