
Automotive Training Centre

Name of Institution

00745

Institution Number

Grades Appeal Policy

Name of Policy

Effective Date

Revision Date**POLICY**

Students enrolled in any course at the Automotive Training Centre have the right to appeal course grade(s), if they have reason to believe the grade(s) is/are inaccurate.

PROCEDURE**Appeal of Term Grades While Course is in Progress:**

Students who believe their term grade (grade earned while a course is in progress) is inaccurate should request a review of applicable papers and/or examinations in the presence of the instructor.

On the basis of this informal review, if both the instructor and the student agree the original assigned mark was accurate, or that a higher mark will be assigned, the matter will be considered concluded. If applicable, a change of grade will be submitted.

If agreement is not reached between the instructor and the student, the instructor will provide written notification of this to the student, and Student Services. The student may file a formal appeal. The formal appeal process requires a student:

Fill out a Grade Appeal form and forward the Campus Director within two working days of receiving written notification from the instructor.

The Campus Director will render a decision on the accuracy of the grade within three working days.

If the student agrees, the student will sign off on the decision, with a copy of the decision forwarded to the instructor (and Campus Director, if applicable).

Appeal of Final Grade:

After final grades have been released by the Office of the Registrar, students who believe a final grade in a course is inaccurate should meet with their course instructor and undertake an informal review of the grade.

Based on this informal review, if the student and instructor agree the assigned grade is accurate or that a higher grade will be assigned, the matter is considered concluded, and written notification of the decision will be forwarded to the student and Campus Director. If applicable, the Office of the Registrar will be advised of the grade change.

If the student and instructor are unable to agree on the grade to be assigned, the instructor will provide written notification to the student and Campus Director. The student may lodge a formal appeal with the Campus Director within two working days of receiving notification of the instructor's decision from the informal review. An Appeal form may be obtained from Student Services or on the College website.

Within five working days of receiving the formal appeal the Campus Director will review the assigned grade, including providing the student with supervised access to his/her final examination. Campus Director will make a formal decision on the grade to be assigned, and provide the decision in writing to the student, the instructor and the Campus Director (if applicable).

FINAL APPEAL: ATC students have the right to a final level of appeal, if they disagree with a decision rendered under this policy that has resulted in one or more of the following outcomes: Required to Withdraw, Academic Monitoring, a Behaviour Contract or Dismissal from the College.

The Appeal will be heard only if:

The decision was based on inaccurate or incomplete information.

The decision was made by College representatives before completing all incremental steps outlined in the specific policy under which the original action was taken.

If a student wishes to lodge an Appeal based on one of these two conditions, the student should refer to the Student Appeals Policy for requirements and deadlines.

NOTE: *The student must lodge the appeal with the Registrar's Office within five days of notification of the final decision under this policy.*