

Grades Appeal Policy

NPC College of Arts + Design provides an opportunity for students to resolve grades appeals in a fair and equitable manner.

The policy applies to all **NPC College of Arts + Design** students who are currently enrolled or were enrolled prior to the submitting their concern to the Senior Educational Administrator.

Procedure for Grade Appeal:

1. If a student is dissatisfied with the grade received for a quiz, assignment or any other 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 Principal.
3. The Principal will obtain a copy of the assessment from the instructor and will have the assessment re-marked by another instructor.
4. 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.
5. If a grade appeal is reviewed by the Principal, the grade assigned following the re-mark and review will be final and cannot be appealed further.