



## Grade Appeal Policy Pan Canada College

Pan Canada College

Name of Institution

04370

Institution Number

**Grade Appeal**

Name of Policy

**May 1, 2018**

Effective Date

Revision Date

1. The process by which a student may appeal a grade received in a course at Pan Canada College is as follows:
  - Contact and inform the instructor within 24 hours of receiving the grade. If there was an error reporting the grade, the instructor will institute a grade change within 48 hours through the Office of Academic Affairs.
  - If the instructor did not make the error, the student may ask for a review of the grade within 3 (working) days. The revised mark may be lower than the original mark. The revised mark is the final mark.
  - Any revision of a grade after submission to the Office of Academic Affairs must be done within 10 (working) days following the end of the term in which the grade was assigned. No grades will be revised after 10 (working) days without sufficient evidence of extenuating circumstances and approval of the Director of Academic Affairs.