

Grade Appeal Policy			
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Policy Number	N/A	Operational Responsibility	Academic Team
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OBJECTIVE

LaSalle College Vancouver is committed to providing high-quality education and maintaining a student-centered environment characterized by fairness and equity. The Grade Appeal Policy governs how students can raise concerns about grades received in any course.

PURPOSE

The Grade Appeal Policy establishes a formal procedure for students who wish to contest a specific grade. There are two distinct procedures:

1. For certificate, diploma, and degree students.
2. For e-learning students.

SCOPE

The Grade Appeal Policy applies to all currently registered students at LaSalle College Vancouver.

EXCLUSIONS

The Grade Appeal Policy does not apply to:

1. Students seeking to negotiate a grade. Grades are not subject to negotiation.
2. Cases where a grade resulted from a breach in Academic Integrity (Refer to the Academic Integrity Policy).

GROUND FORS FOR APPEAL

The Grade Appeal Policy permits students to appeal a grade if:

1. There are significant errors in assessing, evaluating, or determining individual course components.
2. There are supported or verifiable claims of instructor bias or discrimination.

3. The written Formal Grade Appeal must be submitted to the Program or Academic Director within five business days of the instructor's decision.
4. The request should include all relevant academic evidence (Assessment information, documentation, and the basis for the appeal).
5. It applies solely to on-time submissions of Final Projects; late assignments will not be considered.

Final Grade Appeal

1. If the Program or Academic Director cannot resolve the issue, the student may submit a written appeal to the Chief Academic Officer within five business days of receiving the Program Director's decision.
2. The written Formal Grade Appeal must be submitted to the LCV Academic Appeals (sappeals@lasallecollegevancouver.com) within five business days of the Program Director's decision.
3. The Chief Academic Officer's grade determination is final, regardless of its alignment with the original grade.

PROCEDURE FOR E-LEARNING STUDENTS

Informal Grade Appeal

1. Students wishing to dispute a grade for assignment one or assignment two must request an informal review from the tutor.
2. The tutor must receive the informal grade review request within seven business days after the grade is issued.
3. The tutor should provide a decision within seven business days. If more time is needed, the student must be informed of the reason and the expected completion date.
4. At their discretion, tutors may request a written review or involve Academic Support Coordinators or Academic Program Managers in online meetings.

Formal Grade Appeal

1. A Formal Grade Appeal applies exclusively to Final Projects in E-Learning Programs.
2. It applies only to on-time submissions; only on-time assignments will be considered.
3. The written Formal Grade Appeal must be submitted to the Academic Support Coordinator within five business days of receiving the grade.
4. The request should include all relevant academic evidence (Assessment information, documentation, and the basis for the appeal).