



INTERNATIONAL GATEWAY LANGUAGE ACADEMY & COLLEGE -KELOWNA STUDENT GRADE APPEAL POLICY

International Gateway Language Academy & College grades for courses are based on the assessments of student learning and meeting the learning outcomes. The assessments may vary in each course. Assessment criteria are set out in individual program and course outlines. Assessments are based on the learning outcomes of the program/course.

Each course contains formative and summative assessments. Formative determine general progress (for example weekly quizzes) and summative are the assessments used for grading.

Generally, at the IGK summative grading is based on percentages of each assessment (weighted) leading to a letter Grade reflected the student's transcript:

90-100%	A
75-90%	B
65 – 75%	C
50 – 65%	D
Below 50%	F

Did not complete (i.e. withdraw) DNC

A pass and credit for a course is 65% - "C". Students receiving a D or F will need to do the course again.

For example, a course which has 3 assessments (weighted) may be:

30% - project

30% - paper

40% - final exam.

Some programs have practicum or co-op components – grading for these aspects of any program are contained in specific program / course outlines. Generally, such components receive either a pass/ fail (competent/ not yet competent) based on the learning outcomes.

Grade appeal.

If students receive poor assessments (formative or summative) early in any course they should meet with the instructor and review progress and study habits. The instructor will provide support and direction to the student.

1. Students have a right to appeal final grades. If a student is dissatisfied with a grade received and can provide evidence that a higher grade is warranted, he/she should discuss the matter with his/her instructor. The instructor will review the grade and, only 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 can submit a written appeal to the Senior Educational Administrator (Reference: grade appeal form). The basis of an appeal is based on:

- A clerical error has resulted in a miscalculation of the grade
- The grade awarded does not fairly reflect academic performance and/or the stated requirements for the course.

Students have the right to follow the dispute resolution policy for related issues.

Appeals of a grade must be made within 10 business days of the release of the grade.

3. The Senior Educational Administrator will obtain a copy of grade appeal form, the assessments/ assignment (s) in question from the instructor. The SEA may have another qualified instructor conduct a review / re-assessment.

4. If the re-assessment achieves a higher grade, the SEA will consult with both the original instructor and the re-grading instructor to review the reasons for the higher grade assessment. If a higher grade is determined accurate, the higher grade will be assigned to the student.

5. Once the re-assessment is complete, the Senior Educational Administrator will review the process and, once his/her review is complete, the grade will be considered final and cannot be appealed.

6. The decision on the grade appeal will be provided to students within 30 business days of receipt of the written appeal request.