

GRADE APPEAL POLICY

This policy applies to all LCC Diploma Program students.

When you complete a Diploma program at LCC, you will receive a transcript with your marks for each course. You will receive a grade every week in most Diploma courses. If you have questions or concerns about your marks, you may appeal. Appeals of grades may be brought forward during the course or after the final grade has been released by following the informal and/or formal resolution procedures found in the Dispute Resolution Policy.

The process by which a student may appeal a mark is as follows:

1. Speak to the Instructor of the course, and learn your options for improving your marks. Explain your situation clearly and make sure you understand the instructor's marking process.
2. If the situation is not resolved satisfactorily, the student may speak to the Instructional Coordinator. Students have six months following the completion of the program to speak to the Instructor and/or Coordinator. TESOL students have seven weeks to appeal their grades. (TESOL students, please see the Program Plan given to you on your first day of class.)