



## Grade Appeal Policy

<b>Career City College</b>		#4071
Name of Institution		Institution Number
	<b>January, 17<sup>th</sup>, 2024</b>	<b>January, 17<sup>th</sup>, 2024</b>
<b>Grade Appeal</b>		
Name of Policy	Effective Date	Revision Date

**RESPONSIBILITY:** Campus Director, Senior Educational Administrator, Onsite Administrator

**CEO:** Jag Basran, [jbasran@careercitycollege.ca](mailto:jbasran@careercitycollege.ca) Ph: 250-410-3056

**DIRECTOR:** Gaurav Sharma, [gaurav@careercitycollege.ca](mailto:gaurav@careercitycollege.ca) Ph: 236-259-4217

**SENIOR EDUCATIONAL ADMINISTRATOR:** Jenny Koropatnicki,

[jenny@careercitycollege.ca](mailto:jenny@careercitycollege.ca) or Ph: 250-410-3061

**ONSITE ADMINISTRATOR CONTACT:** Mayu Tanaka,

[studentservices@careercitycollege.ca](mailto:studentservices@careercitycollege.ca) or 250-410-4393

## Grade Appeal Policy

1. The process by which a student may appeal a grade received in a course at Career City College is as follows:

- If a student is not satisfied with their received grade and/or they suspect an error has occurred they can appeal it to their instructor by communicating through phone, email or meeting.
- The instructor will then further evaluate the students grade appeal
- If the instructor will then decide to reprimand the grade and/or provide the student another attempt on the assessment

All assessments grades will be official unless appealed in writing to the instructor within 7 days from receiving the result for the exam or assignment. If an amicable result is not reached, students should follow the dispute resolution policy.

## Grading Policy



## Grade Appeal Policy

Grades are based on various evaluations administered both during and at the end of each course. Online courses will display evaluation results immediately, while on campus evaluations will be graded within 1 week. Students will receive an interim transcript at 30% of the program.

The minimum grade required to pass a course is 60%. If a passing grade is not attained, students will not pass that course and may need to retake that course to pass their program. Retaking any course may result in extended time being added to their program as well as added fees.

### Letter grade equivalents are:

Percentage Grade	Alphanumeric Equivalent
95-100%	A+
89-94%	A
80-88%	B+
70-79%	B
60-69%	C
00-59%	F
Incomplete	Student is in course that has not yet ended
Withdrawn	Student Withdrew or was dismissed from course

Each graduating student will receive one official final transcript, and one official certificate/diploma upon successful completion of his/her program. Additional copies may have added fees.

### Cheating and Plagiarism

Cheating includes, but is not limited to students having in their possession or using material, notes, publications, dictionaries, calculators, translators or any other means of assistance during an examination, which has not been specifically authorized by the Instructor. Cheating also includes being seen as involved directly or indirectly in cheating.



CAREER CITY  
COLLEGE



## Grade Appeal Policy

Plagiarism is the presentation of another person's or source's words and/or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment taken from a source without acknowledgement. Students are required to turn in original work only. Plagiarism also includes being seen as involved directly or indirectly in plagiarism.

Students found to be in violation of the College's Cheating & Plagiarism Policy will receive a zero grade for the assessment and/or will receive a zero grade for the course, at the discretion of the Instructor. Additionally, depending on the severity of the infraction and on the discretion of the Campus Director, the student may be dismissed from the program.