

Institution #: 03876  
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## Introduction

The following outlines the policy and procedures for students who fail an assignment, exam or practicum, or who seek to appeal grades issued for practical and written exams and/or written assignments.

Final grades for each assignment, course, and/or exam are issued by the Lead Instructor either as numerical value, or as a pass / fail grade. Final grades for each practicum are issued by the Director, Learning as complete / unsuccessful.

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## Policy

### Grade Disputes

1. A student who receives a passing grade, but wishes to dispute the grade must submit a written appeal to the program within five (5) calendar days of receiving notice of the grade.
2. The Program Manager will issue a decision within five (5) business days of receiving an appeal.
3. The decision of the Program Manager is final and cannot be further appealed.

### Failing Grades

1. A student will be notified of a failing grade on a mid-term, final written exam, or final practical exam by either the course Lead Instructor or a Program Manager
  - For mid-term examinations, the student will be placed on a Learning Plan which will include requirements to earn a passing grade. These may include assignments, readings, quizzes, tutoring, or any other support identified by the student & Lead Instructor and approved by a Program Manager.
  - For final examinations, the student will be given a remedial opportunity to write a second written exam or undertake a second practical exam.
2. A student will be notified of a failing grade on their remedial attempt by a Program Manager.
  - Students may be eligible to retake the course at no-cost under the academy's "Unsuccessful Student Policy".
3. A student who refuses to participate in a Learning Plan meeting, or who does not meet the requirements detailed in a Learning Plan, will be exited from the program.
4. A student who is exited from the program will receive a written Notice of Termination of Training from the academy.
5. A student who is exited from the program has the right to petition for an appeal under the terms of the academy's "Dispute Resolution Policy."
6. A student who has filed an appeal will be allowed to audit the program until the appeal process is complete. However, no further remedial exams will be issued until the appeal is decided.

**Other Related Policies**

- Student Code of Conduct
- Dispute Resolution Policy
- Unsuccessful Student Policy