

LABS APPEAL POLICY

The basic principles for the Academic Appeal Policy at LABS are as the follows:

- Fairness will be applied to all parties.
- Academic decisions should be made as close as possible to the level of academic expertise.
- A final grade appeal is solely based on the academic merits of a Learner's work.
- A Learner must have one additional opportunity for review of a final grade assignment after consulting with an instructor.
- In the spirit of co-operation, Learners are not permitted representation of legal counsel.
- Appeal of Final Grade
- There are three grounds for initiating an appeal of a final grade:
- The final grade was not calculated on all of the work completed and as indicated in the course outline.
- There was a miscalculation of the final grade, or
- There was an alleged unfair assessment of academic performance.

Appeal Process

There are three levels to final grade appeal:

Level 1: Consultation with Instructor

A student who wishes to challenge the final grade awarded in a course should discuss the matter with the instructor before initiating a formal grade review or appeal.

Level 2: Final Grade Review – Academic Officer

A formal request for a Final Grade Review must be submitted to the LABS Academic Office no later than 10 business days after the end of the final exam period in which the grade was awarded. The Academic Officer is to conduct the review. The Academic Officer has the authority to take any action it feels is appropriate in adjudicating the grade review. The Academic Officer is responsible for notifying the student, and instructor in writing, of the decision

Level 3: Final Grade Appeal – Head of Centre

A formal request for a Final Grade Appeal must be submitted to the Office of the Centre Head no later than 5 business days after the decision from Level 2. The final grade appeal will be considered if, and only if the Head of the Centre is satisfied that there are ground for a level 3 appeal. The Centre Head has the authority to take any action it feels is appropriate in adjudicating the grade appeal. The Centre Head is responsible for notifying the student, and instructor in writing, of the decision.

Updated by Ms Folake Dare, Edited by Ms Amanda Meme and Approved by LJE.