

Grade Appeal and Exam Deferral Policy

POLICY NO.	GC-POL-04
EFFECTIVE DATE (THIS REVISION)	September 8, 2026
ORIGINAL ADOPTION	October 7, 2024
NEXT SCHEDULED REVIEW	September 2027
APPLIES TO	All students, all approved and non-approved programs
RESPONSIBLE OFFICE	Senior Educational Administrator
REGULATORY BASIS	Private Training Act (PTA); Private Training Regulation; PTIRU Policy Manual s.3.2.1 (Student Grade Appeal Policy)
INSTITUTION	Guildford College PTIRU Institution No. 04470

1. Purpose

This policy allows a student to appeal a grade received in a course, and to request deferral of an exam in exceptional circumstances. It is provided to every student before the start date of their program, consistent with the PTIRU Policy Manual.

2. Principles

All appeals under this policy are decided in accordance with the principles of natural justice: adequate notice, the right to be heard, and unbiased decision-making.

3. Grade Appeals

3.1 Grounds

- The instructor did not follow the College's published grading procedures.
- The grading did not correspond to the evaluation criteria set out in the course outline or syllabus.
- The student was treated inequitably compared with other students in the course.

3.2 Process and Timelines

1. The student first discusses the grade directly with the instructor.
2. If unresolved, the student may contact the Senior Educational Administrator (SEA) for informal review.
3. If still unresolved, the student may submit a formal written appeal, together with the \$50.00 appeal fee, within 30 calendar days of the grade being made available.
4. The SEA provides an initial review decision, typically within 5 business days.
5. Where a full review is required, it is normally completed within 20 business days of the formal appeal being received. Written reasons are provided to the student.

4. Exam Deferral

A student may request to defer a midterm or final examination only in exceptional circumstances, such as a documented medical emergency or a death in the immediate family. A \$150.00 fee applies to cover instructor time, invigilation, and administrative processing. Requests must be submitted, with supporting documentation, as soon as reasonably possible and before the scheduled exam wherever practicable.

5. Further Recourse

A student who remains dissatisfied after exhausting this policy may raise the matter under the Dispute Resolution Policy, or, if they believe they were misled about a significant aspect of an approved program, may contact the Private Training Institutions Branch.

Approved by: Firas Haddad
President & Senior Educational Administrator, Guildford College