

Institution Name: Ritz Training College

Name of Policy: Grade Appeal Policy

Effective Date: February 2024

Grade Appeal Policy

Ritz Training College provides an opportunity for students to resolve grades appeals in a fair and equitable manner.

The policy applies to all RITZ TRAINING COLLEGE students who are currently enrolled or were enrolled 30 days prior to the submitting their concern in written to the SEA . Grades for course work are compiled at end of each module/course from the combination of assessments taken (tests or final exam). Assessments include projects/assignments, class tests, presentations, participation in class activities, and evaluations of appropriate competences. Each corresponding assessment will be assigned a score. The individual scores will be aggregated to arrive at a final grade.

The minimum acceptable mark on any work is 50%. However, if a student achieves less than 50% on any assignment, it must be re-done within 10 days or as decided by instructor. Students who do not re-write/re-do projects or upgrade may be required and asked to redo the course and pay any applicable charges.

Only grades received on mid-term or final assessments may be appealed. Grades received for assignments or weekly quizzes may not be appealed.

Grades may be appealed at the following times:

- When any course work or assessment is returned by the instructor, a student may appeal the marks given by the instructor. If successful, the instructor will change the mark on the records to calculate the final grade.
- When the mid-term exam results are given, students may appeal the grade with the Instructor. If successful, the grade will be changed in the student's file records.
- Grades can be appealed twice on same exam, if it remain same, student cannot appeal further. When the final grades are posted, students may appeal the grades with the instructor. On review and if merited so, the grades will be changed in the student records and notified to student.