



**Approved**  
 Bahamas Technical and Vocational  
 Board of Directors  
 Effective Fall 2023

<b>POLICY NUMBER</b>	<b>AA-23-02-003</b>
<b>TITLE OF POLICY</b>	Final Grade Appeal
<b>DATE OF ADOPTION</b>	Spring 2023
<b>SUPERSEDES</b>	Grade Appeal Policy, 2016
<b>DATE OF IMPLEMENTATION</b>	Fall 2023
<b>PROJECTED DATE OF REVISION</b>	Fall 2028
<b>PURPOSE OF THE POLICY</b>	To identify the procedures by which students may appeal a final grade
<b>REVISION NUMBER</b>	Version I
<b>ACCOUNTABILITY</b>	Office of Academic Affairs
<b>RELATED POLICIES/PROCEDURES</b>	Policy on Grading
<b>APPENDICES</b>	None

**1.0 Preamble**

Bahamas Technical and Vocational Institute (BTVI) instructors grade assignments on the basis of appropriate and approved scoring rubrics and assign final grades in accordance with the *Policy on Grading*. This seeks to ensure the unbiased assessment of student performance. In some instances, however, students may be of the view that their final grade is an inaccurate assessment of their academic performance. In such instances, BTVI provides an opportunity for students to appeal their final grade.

**2.0 Scope**

This policy establishes the procedures by which students may appeal a final grade.

**3.0 Policy**

- 3.1 Students who believe their final course grade does not represent an accurate, unbiased assessment of their academic performance should meet first with their course instructor to discuss the grade.
- 3.2 Should the instructor and the student agree that an error has been made, the instructor shall forward a *Grade Change Request* to the Office of the Registrar.



- 3.3 Should the instructor and student fail to agree that the final grade is an accurate assessment of the student's academic performance, the student may refer the matter to the relevant Head of Department.
  - 3.3.1 The Head of Department shall review the student's concern and discuss the matter with the course instructor.
  - 3.3.2 Should the instructor and the Head of Department agree that a change of grade is warranted, the instructor shall forward a *Grade Change Request* to the Office of the Registrar.
- 3.4 Should the instructor, Head of Department and student fail to agree that the final grade is an accurate assessment of the student's academic performance, the student may submit a *Final Grade Appeal Request* to the Dean of Academic Administration detailing the basis for a change in grade and evidence in support of the change in grade.
  - 3.4.1 Requests to appeal a final grade must be submitted no later than fifteen (15) business days after the start of the fall or spring semester immediately following the semester in which the grade was assigned.
  - 3.4.2 Grade appeal requests submitted in the spring semester may be processed in the summer semester should the Dean of Academic Administration determine the case warrants immediate review.
- 3.5 Within five (5) business days of receipt of the request for a change in grade, the Dean of Academic Administration shall convene and chair a Final Grade Appeal Panel comprising:
  - 3.5.1 the Dean or Head of Department with responsibility for the course for which the grade has been assigned,
  - 3.5.2 one other Dean or Head of Department,
  - 3.5.3 the Examinations and Testing Services Officer, and
  - 3.5.4 a representative from the Office of Student Affairs.

#### **Final Grade Appeal Panel**

- 3.6 The Final Grade Appeal Panel:
  - 3.6.1 will review the student's request for a change in grade and any supporting documentation provided by the student and, as necessary, the grading criteria established by the instructor as well as cross-moderation reports.
  - 3.6.2 may request to meet individually or collectively with the student and the instructor. Both the student and instructor have the option of meeting without the other party.
  - 3.6.3 will not grade or regrade assignments, examinations or projects.
  - 3.6.4 will deny or uphold the request for a change in grade and notify the student and instructor in writing of the decision.
- 3.7 Should the Panel determine that a change in grade is warranted, the Panel will direct the instructor to process a *Grade Change Request* for onward submission to the Office of the Registrar.
- 3.8 The decision of the Final Grade Appeal Panel is final and is the final step in the grade appeal process.

#### **4.0 Grounds for Dismissal of a Request for a Change in Grade**

A request for a change in grade will not be considered under the following conditions:

- 4.1 The student made no attempt to resolve the matter with the course instructor.



- 4.2 The *Final Grade Appeal Request* failed to include evidence/documentation in support of a change in grade.
- 4.3 The *Final Grade Appeal Request* was submitted after the deadline; that is, the appeal was not submitted within fifteen (15) business days after the start of the fall or spring semester immediately following the semester in which the grade was assigned.