

Academic Appeal Policy

An academic appeal request is your opportunity to have a score or grade in a particular academic course at RCIIS reevaluated.

These requests are submitted to the Academic Director of the school in writing, and will be decided on based on the specific circumstances as well as the school's academic policies.

This process is open to any student who feels their grades or scores were unfairly decided. It is of the utmost importance that students act as soon as possible. Failure to do so may jeopardize the appeal process.

There are three grounds that can be used to submit an academic appeal request.

1. **Medical:** Make sure that your medical situation was connected to the assignment of grades and performance in the course. (Documentation or proof may be required).
2. **Compassionate:** If a personal situation such as the death of a loved one impacted your ability to perform in the class.
3. **Procedural Error:** Procedures were not followed and this has effected your grade or final result.

Before considering to submit an appeal, you should try to informally resolve the issue with your teacher. If you are unable to resolve the situation with your teacher, you may then contact the Academic Director via email: academic@rciis.ca

Even if an informal resolution is not possible, showing that you tried to reach out to your teacher will help the process significantly.

Depending on how much is being requested, the reevaluation process can take up to 2-3 weeks. The results of this process will be shared with the students via email, but an in-person meeting is also possible. If this is the case, the final decision may be recorded on camera to ensure complete agreement regarding the result.

Please note: If an assignment is reevaluated, it is possible that the previous mark will change. Keep in mind that the mark could go up OR down depending on the evaluator and assignment criteria.