

## **Sonu Beauty College**

Sonu Beauty College provides an opportunity for students to resolve disputes of grade appeals in a fair, reasonable and equitable manner. The policy applies to all students who are currently enrolled or were enrolled six months before submitting their concerns to the Senior Educational Administrator.

### **Procedure for Student Grade Appeal:**

1. If a student is dissatisfied with a grade, he/she should discuss it with his/her instructor.
2. If the student is not satisfied with the outcome of his/her appeal to the instructor, he/she should submit a written appeal to the Senior Educational Administrator. (SEA)
3. The Senior Educational Administrator will obtain a copy of the instructor's grade in question from the instructor and have another instructor re-assess the grade.
4. If the student achieves a higher grade on re-assessment, the higher grade will be assigned to the student. The original grade will be retained if the student achieves a lower grade on re-assessment.
5. The new grade will be considered final and cannot be appealed.
6. The decisions on the grade appeal will be provided to students within 30 College days of Sonu Beauty's receipt of the written appeal.

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### Sonu Beauty College Grade Appeal Form

#### Student Information

Student Name:	Program:
Student ID:	Tel:
Course Grade to be appealed:	Email:
Course Instructor:	Submission Date:

Description of Issue (Additional sheets may be attached if more space is needed)

Student Signature:	Date:

Steps were taken to resolve the issue, and the result.

Senior Education Administrator Print Name and Signature:	Date:

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