**This is a sample policy. Prior to being adopted, it must be modified to ensure it is appropriate for use by the institution.**

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| --- | --- | --- | --- | --- |
|  | | |  |  |
| Name of Institution | | |  | Institution Number |
| **Grade Appeal** |  |  |  |  |
| Name of Policy |  | Effective Date |  | Revision Date |

1. The process by which a student may appeal a grade received in a course at [**name of institution**] is as follows:

* [**Describe the grade appeal process**]