



## **LONDON GRADUATE SCHOOL**

# **Academic Appeals Policy & Procedure Relating to Grade Challenges**

**Effective 20 Jan 2022**

## **Academic Appeals Policy & Procedure Relating to Grade Challenges**

1. The policy and procedure outlined in this document is only for resolution of academic appeals related to grade challenges.

All students enrolled in courses offered by LGS may submit an appeal relating to a grade challenge.

2. Grounds for a grade challenge appeal:

- a. Mitigating circumstances exist. Mitigating circumstances claims must be supported by medical or other documentary evidence acceptable to the Examination Board;
- b. A procedural irregularity occurred;
- c. A decision was manifestly unreasonable or influenced by prejudice or bias, or perception thereof, on the part of the decision-maker(s).

3. All grounds must be supported by evidence.

4. In line with the policies, a student may not appeal matters of academic judgment.

5. Any student using the appeal process to bring frivolous or vexatious matters to the College's attention will be subject to disciplinary action.

6. Any student found to have provided fraudulent evidence or falsified a claim will be subject to disciplinary action.

7. Appeals require time to be processed correctly. Appeals may result in delays in the confirmation of grades which may have an impact on progression and the timing of the completion of studies/graduation.

8. Information will be used and retained in line with the LGS Privacy Policy.

9. A grade challenge cannot be made by a student if they have been found guilty of academic misconduct in an exam sitting with evidence. For example, if an invigilator finds a student to be using a mobile phone or smart watch, or written notes in an exam room, there is physical evidence to confirm that academic misconduct has occurred.

10. Any student may request an explanation of how a grade has been calculated for any piece of assessed work from their lecturer. Such an explanation does not form part of the grade challenges and appeals procedures and is a routine and regular part of feedback to students. An lecturer may revise a grade at this stage, at the lecturer's discretion.

11. A student who wishes to request the re-evaluation of a grade, based on the grounds listed above, should contact the lecturer of the course within 7 working days of the grade's issuance and ask for specific clarification of the issue concerned. A student would normally be expected to have met with a lecturer for feedback before making a challenge request.

12. LGS expects resolution within 14 working days of the challenge request, though there may be a reasonable delay if the lecturer is on annual leave or if the College is closed.

13. If the lecturer is no longer in the employ of LGS or is unavailable for other reasons, the student will meet with the relevant Head of Department.

14. If the student does not receive a satisfactory outcome, the student may file a formal grade challenge to the relevant Head of Department within 7 working days of the outcome.

### **Review of Policy**

1. This Policy and Procedure shall be reviewed by the Examination Board at least once a year.