

# Grade Appeal

An appeal should be based on evidence that the decision was incorrect, unfair, or did not take into account all relevant information.

Please note: A student can request a representative from SABVC to accompany them to the meeting. To learn more, visit the [SABVC Internal Advocacy Assistance](#) document.

Step 1: Speak to the instructor or program chair to determine if the issue can be resolved without an appeal process

Not able to resolve the issue?  
Follow the next steps to begin the appeal process

Step 2: Fill out and submit the [learner appeal form](#)

Step 3: A formal appeal hearing will be set up

Step 4: The Associate Dean will determine the appeal outcome