



STUDENT GRADE APPEAL POLICY

HOLLYWOOD NORTH SOUND INSTITUTE

Effective Date: March 27, 2025

1. Purpose

This policy provides students with a clear and fair process to appeal a grade received in a course at Hollywood North Sound Institute. It ensures that grading decisions are reviewed objectively and in accordance with academic integrity standards.

2. Scope

This policy applies to all students enrolled in courses at Hollywood North Sound Institute who believe their grade was assigned unfairly or incorrectly.

3. Grounds for a Grade Appeal

A student may appeal a grade if they believe:

- There was an error in calculating or recording the grade.
- The grade was assigned based on criteria inconsistent with the course syllabus.
- The grading process involved bias or unfair treatment.

4. Grade Appeal Process

Step 1: Informal Resolution

- The student must first discuss the grade concern with the instructor within 5 business days of receiving the grade.
- The instructor will review the grade and explain the rationale behind it.
- If an error is found, the instructor may correct the grade.

Step 2: Formal Appeal

If the issue is not resolved through informal discussion, the student may submit a formal grade appeal in writing to the Academic Director within 10 business days of receiving the grade. The appeal must include:

- The student's name and course details.
- The grade received and the reason for the appeal.
- Any supporting documents (e.g., graded assignments, syllabus, emails).



Step 3: Appeal Review

- The Academic Director will review the appeal, consult with the instructor, and may request additional information from the student.
- A final decision will be made within 10 business days of receiving the appeal.

Step 4: Final Decision Notification

- The student will receive a written response outlining the final decision.
- If the appeal is approved, the necessary grade adjustments will be made.
- The decision of the Academic Director is final.

5. Policy Acknowledgment

- This policy is provided to students before the start of their program.
- Students must acknowledge receipt and understanding of this policy by signing a copy upon enrollment.