P07 Grade appeal

Effective date: November 1, 2026.

Purpose and Scope

This policy outlines the process by which students at Canadian Aviation College (CAC) may formally appeal a grade received in either Ground Training or Flight Training components of their program.

CAC is committed to ensuring fair, transparent, and structured grade review processes.

Separate procedures are outlined for:

Ground Training Grade Appeals Flight Training Grade Appeals 1.1 Grounds for Appeal Valid grounds for submitting a grade appeal include:

Calculation or administrative error.

Unfair or inconsistent grading practices.

Evidence not considered during the assessment.

Other exceptional circumstances affecting the student's ability to meet assessment standards.

Ground Training Grade Appeals

Attendance and Unsatisfactory Progress Students failing to meet attendance requirements as per the Attendance Policy are deemed to have unsatisfactory progress and must make up missed sessions at any additional cost permitted by their signed agreement before a program completion recommendation or exam eligibility is issued.

At the discretion of the Chief Flight Instructor (CFI) or Senior Educational Administrator (SEA), a student may be permitted to challenge a summative final exam to demonstrate required knowledge, even with an unsatisfactory attendance record.

Ground Training Grade Appeal Process Informal Discussion: Students should first meet with their primary course instructor to understand the reason for the assigned grade. Students who prefer assistance may request support from the CFI or another appropriate instructor during this discussion.

Formal Appeal to Instructor: If not resolved, students must submit a formal written appeal to the course instructor within 10 business days of receiving the grade, explaining the basis for the appeal.

Instructor Review: The instructor will provide a written response within 7 business days.

Escalation to CFI/SEA: If unresolved, students may escalate the appeal to the CFI or SEA for further investigation.

Final Review: The CFI/SEA will issue a final written decision within 30 calendar days. The decision is final and binding. Copies of the decision will be placed in the student's academic record.

Flight Training Grade Appeals

Unsatisfactory Flight Training Progress:

A grade of "1" on any flight training exercise indicates unsatisfactory progress.

Students must achieve completion standards for each lesson plan.

Flight Training Remediation Procedure Minor Unsatisfactory Items (3 or fewer):

These may be carried forward and addressed in the next applicable dual training lesson plan.

Major Unsatisfactory Items (more than 3):

The entire lesson plan must be repeated.

The primary instructor must request repeat authorization from the CFI, who will sign the lesson plan to approve.

Flight Training Grade Appeal Process Initial Discussion: Students should first discuss the grade with their primary flight instructor for clarification. Students who prefer assistance may request support from the CFI or another appropriate instructor during this discussion.

Formal Appeal to CFI/SEA: If the student wishes to appeal formally, they may submit a written appeal directly to the CFI or SEA, detailing the grounds for the appeal.

CFI/SEA Review: The CFI/SEA will conduct a comprehensive review, including a discussion with the student and relevant instructors.

Final Decision:

A formal written response will be provided to the student within 30 calendar days. The decision is final and binding. Copies of the appeal and decision will be retained in the student's flight training file.

Documentation and Records

All grade appeal documentation, correspondence, and final decisions will be retained in the student's academic record in compliance with Transport Canada record-keeping requirements. Students may request copies of the final appeal decision and related documentation for their personal records.

Appeals are recorded in EMS. Bote coordinates academic review, including training at an authorised delivery partner. A reviewer must not decide an appeal of their own assessment; Alano coordinates an impartial academic reviewer when Bote is directly involved. A complaint about the fairness of the process may be raised under the dispute resolution policy. No extra flight or FTD training beyond an exhausted included allocation may be provided or charged without the required new agreement.