

FORMAL APPEAL

Type of Appeal

Plagiarism

☐

Final Grade

☐

Other

☐

Date of Appeal:

Counselor's name:

Student Information

Student ID

Last name

First Name

Email address

Phone

Term

Year

Student signature

Course you wish to be re-graded

Course name and section

Date of consultation with instructor

Instructor name

Dean name

Mark received

Grade

Percentage

Reason for appeal:

Questions to Answer for Grade Appeal Only: Note: The answers to these questions will be reviewed during the appeal. If you can not answer them, it is unlikely that your appeal will be successful. For example, an appeal that is based upon a mark being too low, is not a reason for an appeal.

Did the Instructor fail to follow the evaluation criteria, grade assignment or operational details as stated in the course outline? If so, what did the Instructor fail to do?

Did the instructor fail to apply the marking criteria in a reasonable and fair manner? If so, what was not reasonable or fair?

Did the Instructor fail to follow any College policy that is relevant to the determination of the final grade? If so, what policy was not followed?

Did the Instructor make an error in marking and/or determination of individual components of the course? If so, what was the error in marking specifically? What was the error in the individual component of the course? What was the error in the course?

What is being appealed?

Office Use Only

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|-----------------------------------|---|-----------------------------------|---------------------------------|
| Date paid | Date sent to Dean's Office | | |
| Appeal fee | Adjudicator's recommendation | Approved <input type="checkbox"/> | Denied <input type="checkbox"/> |
| Received by | Revised mark <input type="text"/> Percentage | Grade <input type="text"/> | |
| Comments | | | |
| Chair of Academic Board signature | | Date | |