



Final Grade Appeal Form

INFORMATION

A concern about a Final Grade in a Credit course should be resolved informally with the instructor where possible. If the concern is not resolved the student may have the appeal reviewed by the Faculty Dean or Responsible Administrator. The Dean/ Responsible Administrator will review the documentation submitted by the student and determine if there are grounds for a Grade Appeal Committee hearing. They may also refer the appeal back to the instructor and student with a proposal for informal resolution.

A Final Grade may be appealed on the following grounds:

- A) One or more of the following was not properly applied:
 - i. College policy governing evaluation and grading;
 - ii. Program/department-specific academic requirements;
 - iii. The official curriculum guideline for the course;
 - iv. The criteria for evaluation as detailed in the Instructor's Course Outline and/or individual assignment guidelines.
- B) Evaluation criteria were unclear or were not specified.
- C) The grade was assigned on a basis other than evaluation of the student's required coursework, and/or in a manner inconsistent with the expectations detailed in the Instructor's Course Outline with respect to such issues as penalties for late assignments or absences.
- D) Extenuating personal circumstances were not adequately considered, or could not reasonably be revealed at the time the Final Grade was awarded.
- E) The Final Grade was miscalculated.

Note: The Grade Appeal form and Appeal of Final Grades Policy apply to the evaluation on academic work in a Credit Course only, and do not apply to Continuing Education courses.

INSTRUCTIONS

1. k **Appeal of Final Grades Policy:**) # #) 7 7 " " - #
2. Students are strongly encouraged to consult with a recognized College Appeal Support Person when preparing their submission.
3. Submit the completed Grade Appeal Package electronically to: gradeappeal@douglascollege.ca **The Grade Appeal Package must include:**
 - The completed Grade Appeal Form (*one per course*)
 - A separate **typed** document which includes the following information:
 - i. Nature of the appeal;
 - ii.
 - iii. O
 - iv. k ()
 - Any additional supporting documentation:
 - Relevant assignments
 - Course outline

All documentation should be submitted **together** on or before the **tenth (10th) day of the month following the end of the term in which the grade was awarded** (or the first following business day):

Term in Which Grade was Awarded	Deadline for Submitting Appeal and Supporting Documentation
Fall (September-December)	January 10th
Winter (January-April)	May 10th
Summer (May-August)	September 10th

Note: For courses not scheduled during these terms, the deadline will be six (6) weeks following the deadline for submission of final grades.

Date Received:
 Enrolment Services



Final Grade Appeal Form

STUDENT INFORMATION		
Student Number:	Student Name:	
Mailing Address:		
City:	Province:	Postal Code:
Phone Number:	Email Address:	
Student Signature:	Date (DD/MM/YY):	

COURSE DETAILS				
CRN	COURSE SUBJECT	COURSE NUMBER	TERM (Circle)	YEAR
			Fall/Winter/Summer	

OFFICE USE ONLY		
Dean/Responsible Administrator Decision		
<input type="checkbox"/> Informal Resolution reached <input type="checkbox"/> No Grounds for Grade Appeal - Inform student in writing of process for appealing this decision <input type="checkbox"/> Referred to Grade Appeal Committee - Notify student of next steps		
NOTES:		
Dean/Responsible Administrator Name:	Dean/Responsible Administrator Signature:	Date (DD/MM/YY):
Grounds Review Committee Decision (If Applicable)		
<input type="checkbox"/> No Grounds for Grade Appeal <input type="checkbox"/> Grounds for Grade Appeal - Referred to Grade Appeal Committee		
NOTES:		
Grade Appeal Committee Decision (If Applicable)		
<input type="checkbox"/> Approved for Grade Change <input type="checkbox"/> Grade Change Denied		
NOTES:		
<input type="checkbox"/> Original to Student File		

Collection Notice
Your personal information is collected by Douglas College under the authority of Section 27 (2) of the Freedom of Information and Protection of Privacy Act (FIPPA). The information will be used to process your Request for Grade Appeal form. Questions about the collection of this information may be directed to the Registrar at reg_admin@douglascollege.ca .