**DOUGLAS** COLLEGE
ENROLMENT SERVICES
PO Box 2503 New Westminster, BC
Canada V3L 5B2

New Westminster and Coquitlam
douglascollege.ca
Phone: 604-527-5478
Email: Reg_admin@douglascollege.ca

# 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 informally, the student may submit a Grade Appeal form to Enrolment Services for review by the Faculty Dean or Responsible Administrator. The Dean or 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

- Read and review the **Appeal of Final Grades Policy**
- Consult with one of the following if assistance is required prior to completing this form:
  - **College Counsellor;**
  - **Douglas Students' Union Ombudsperson;**
  - **Indigenous Student Services Coordinator.**
- Submit the completed Grade Appeal Package to the Dean/Responsible Administrator. The Grade Appeal Package must include:
  - The completed Grade Appeal Form (one per course)
  - Any additional supporting documentation (for example, relevant assignments and course outline);
  - A separate typed document which includes the following information:
    i. Nature of the appeal;
    ii. Appropriate rationale (or reason) for the appeal;
    iii. Summary of events that resulted in the appeal;
    iv. Reason(s) why the grade should be changed.

All documentation should be submitted **together** by no later than **ten (10*) business days following the end of the term in which the grade was awarded.***

***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

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# Grade Appeal Form

| STUDENT INFORMATION | | |
|---|---|---|
| **Student Number:** | **Student Legal Name:** | **Student Preferred Name:** |
| **Phone Number or Email Address:** | | |

| COURSE DETAILS | | | | | |
|---|---|---|---|---|---|
| **CRN** (ex. "32090") | **COURSE SUBJECT** (ex. "ENGL") | **COURSE NUMBER** (ex. "1130") | **INSTRUCTOR** | **TERM** | **YEAR** |
| | | | | | |

| | |
|---|---|
| **Student Signature:** | **Date (DD/MM/YY):** |

## OFFICE USE ONLY

**Dean/Responsible Administrator Decision**

☐ Informal Resolution reached

☐ No Grounds for Grade Appeal - Inform student in writing of process for appealing this decision

☐ 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)***

☐ No Grounds for Grade Appeal

☐ Grounds for Grade Appeal - Referred to Grade Appeal Committee

**NOTES:**

**Grade Appeal Committee Decision *(If Applicable)***

☐ Approved for Grade Change

☐ Grade Change Denied

**NOTES:**

**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.