

STAGE 1 GRADE APPEAL FORM

GROUNDINGS FOR APPEAL

You may appeal a grade for the following reasons:

- An administrative error has resulted in a miscalculation of the grade, and/or
- The grade awarded does not fairly reflect your academic performance and/or the stated requirements for the course.

You may NOT appeal a grade if the nature and standard of evaluation was too onerous (i.e., the instructor is marking too hard).

FILING A GRADE APPEAL

1. Read the **Grade Appeals Policy and Procedures** carefully. If you have any questions, contact:
 - A CCSAI Student Advocate contact information can be found at ccsai.ca/services/student-advocacy/, or
 - A Student Experience Advisor in the Student Experience Office contact information can be found at centennialcollege.ca/student-experience-office.
2. Submit the following documents (by email and/or in person) to the program Chair **within ten (10) days of receiving the grade** (contact the program office, your Success Advisor, or the Student Experience Office to determine the name of the Chair):
 - Completed Grade Appeal Form – Section A;
 - A letter stating the reasons you are appealing the grade. The reasons must be related to the grounds for appeal outlined in the Grade Appeal Policy and Procedures. Include the contact information of any witness(s) who may be relevant in supporting the appeal. Ensure the appeal letter is **signed and dated**; and
 - A copy of the course outline and any other documents that specifically relate to the appeal, such as tests, assignments, reports and papers.
3. The Chair will confirm a date, time, and location for the grade appeal meeting. The instructor will also participate in this meeting. Please note that your grade appeal submission (all documents noted in **step 2 above**) must be submitted to the Chair **in advance** of this meeting. (be sure to also keep copies of these document for your records)

GRADE APPEAL MEETING (STAGE 1: MEETING WITH CHAIR AND INSTRUCTOR)

- The Chair will review the documentation provided by you and any documentation provided by the instructor, noting all documentation received on Section B of the Grade Appeal Form.
- Your documents will be shared with the instructor and any documents the instructor provided to the Chair will be shared with you.
- The Chair will seek clarification or further information during the meeting.
- All meeting participants are expected to participate in a respectful and constructive manner.
- You can bring a CCSAI Student Advocate to the meeting as a support person.
- If a resolution is reached during the meeting you, the instructor and the Chair will sign Section B of the Grade Appeal Form.
- The Chair will deliver a written decision to you with a copy to the instructor **within five (5) business days** of the meeting.
- Outcomes/decisions of the Chair may include, but not limited to:
 - Changing the grade;
 - Remarketing of the assignment, test or examination;
 - Resubmission of the project or assignment;
 - Rewriting the test;
 - Repeating the course; and/or
 - Removing the grade from your transcript.

To appeal the decision of the Chair, complete Stage 2 Grade Appeal Form.

SECTION A: TO BE COMPLETED BY STUDENT

Please refer to the **Grade Appeal Policy and Procedures**.

In accordance with the Centennial College Grade Appeal Policy and Procedures, this form is to be used by students only when the Informal Appeal Process did not resolve a disputed grade on an assignment, test, placement, or a final course grade.

Students should first attempt to resolve the grade appeal informally with their instructor before filing a formal appeal. Students considering a grade appeal are encouraged to consult with a Student Advocate (CCSAI) or the Student Experience Office.

The Grade Appeal Form, along with a written rationale for the grade appeal, must be submitted (by email or in-person) to the Chair of the program **within ten (10) business days of the release of the grade**. Please type or print.

Personal Information

Last Name:

First Name:

Preferred Phone No.:

Preferred Email Address:

Student Number:

Grade Information

Semester (Select One): Fall Winter Summer Year:

Grade Appealed:

(e.g. name of test/assignment, final grade)

Date of Grade Release:

Instructor Name:

Course Code:

Program:

Grade Received:

Information collected remains confidential with the following exceptions:

- When disclosure is required to investigate and/or resolve a complaint under this Policy
- When disclosure of information or the giving of evidence is required by law, or during a grievance arbitration and/or judicial proceedings.

Release of information, other than that required by the process and the above conditions, shall be in accordance with the *Freedom of Information and Protection of Privacy Act*.

Signature:

Date:

See where experience takes you.

Stage 1 Grade Appeal Form

SECTION A: TO BE COMPLETED BY STUDENT (CONT'D)

Grounds for Appeal

Grade appeals MAY NOT be based on a complaint that the nature and standard of evaluation was too onerous.

Please select all that apply:

A clerical error has resulted in a miscalculation of the grade.

The grade awarded did not reflect fairly the student's academic performance and/or the stated requirements for the course.

Informal Appeal

I have contacted my instructor and I am not satisfied with the resolution.

Date of meeting with instructor:

I have attempted to contact my instructor and I have not received a response.

Date instructor contacted:

I have not contacted my instructor.

State the outcome you are seeking:

Documents Attached

I have attached a written rationale for the grade appeal.

I have attached the course outline.

I have attached the following additional supporting documents:

Student Signature

Date

SECTION B: TO BE COMPLETED BY CHAIR

Meeting with Chair and Instructor

The following documents have been received:

Submitted By (Student/Instructor)	Description	Date

Meeting Date:

Resolved

Outcomes/decisions of the Chair:

Changing the grade;

Remarking of the assignment, test or examination;

Resubmission of the project or assignment;

Rewriting the test;

Repeating the course; and/or

Removing the grade from your transcript.

Other

Describe resolution below.

Student Signature

Instructor Signature

Chair Signature

OR

Unresolved

Chair to deliver the written decision to student and instructor **within five (5) business days** of the meeting.

Chair Name

Chair Signature

Date

To appeal the decision of the Chair complete Stage 2 Grade Appeal Form.

STAGE 2 GRADE APPEAL FORM

APPEALING THE DECISION OF THE CHAIR (STAGE 2: APPEALING TO THE DEAN)

- If you wish to appeal the decision of the Chair, you **must** submit the following documents to the Dean **within five (5) days** of receiving the Chair's written decision:
 - Previously completed Sections A and B of the Stage 1 Grade Appeal Form;
 - Completed Stage 2 Grade Appeal Form – Section A (Appeal to Dean);
 - A letter to the Dean providing your reasons for appealing the Chair's decision. Ensure the appeal letter is signed and dated; and
 - Any new supporting documents related to the appeal.
- The Chair will forward all documents from Stage 1 (up to and including Chair's written decision) to the Dean.
- The Dean will review the documents, the process followed, and the decision of the Chair and decide if a meeting is required. You may be required to meet with the Dean, the Chair and the instructor.
- The Dean will complete Section B of the Stage 2 Grade Appeal Form and will provide you with written notification of the decision, with a copy to the instructor and Chair, **within five (5) business days** of the Stage 2 appeal meeting.

SECTION A: TO BE COMPLETED BY STUDENT

Appeal to Dean

This form is to be completed by students who wish to appeal the decision of the Chair with reasonable grounds. The appeal must be made to the program Dean **within five (5) business days** of receiving the Chair's written decision. You cannot appeal to the Dean solely because you disagree with the Chair's decision. The Dean can decide that a meeting is or is not necessary to reach a decision. The Dean's decision is **FINAL**.

Personal Information (Please type or print)

Last Name:

First Name:

Student Number:

Preferred Phone No.:

Preferred Email Address:

Instructor Name:

Course Name and Program:

I have received the Chair's written decision on the appeal. Please specify the date decision was received:

Grounds for Appeal

Please select all that apply and attach an explanation letter for appealing the decision of the Chair:

A significant error in procedure has occurred during Stage 1.

Compelling new evidence is available that could potentially influence the appeal and that could not have been reasonably obtained during the Stage 1 of the appeal.

Other. Please specify:

Documents Attached

I have attached a written rationale for appealing the decision of the Chair.

I have attached the following supporting documents:

SECTION B: TO BE COMPLETED BY DEAN

All documents from Stage 1 have been forwarded by the Chair.

The following documents have been received:

Submitted By (Student/Instructor)	Description	Date

Meeting Date:

No meeting required

Dean’s Decision:

Dean to deliver written the decision to student, instructor and Chair **within five (5) business days** of receipt of the appeal or the meeting.

Dean Signature

Date

Chair Signature

Instructor Signature

Student Signature

THE DEAN’S DECISION IS FINAL. THERE IS NO FURTHER LEVEL OF APPEAL.