**GRADE APPEAL FORM**

**Learners who receive a final academic grade that the student deems inaccurate or unjust have the right to appeal the academic decision. The Academic Appeal form will be used by learners and staff to document the appeals process.**

**Student Name:**

**Module:**

**Facilitator:**

**Level 1: Facilitator Meeting**

If a learner believes that an inaccurate or unjust grade has been received for a class, the student is to discuss the matter with the facilitator who issued the grade or sanction. A facilitator/learner meeting (via face-to- face, phone, or electronic) must be requested by the learner within seven calendar days after the grading day. During this meeting, the facilitator and the learner will try to resolve the dispute.

**Date of Instructor Notification and Meeting Request:**

**Date of Instructor Meeting:**

If the facilitator does not respond to the learner request for a meeting within 7 calendar days, the student should proceed to Level 2. The student then has from the 7th day (after requesting an instructor meeting) to day 14 to move to Level 2.

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**Level 2: Academic Dean/Internal Moderator Meeting**

**It is the student’s responsibility to retain the original Grade Appeal form and complete all information relevant to their appeal.**

If the learner and the facilitator cannot resolve the disagreement during the meeting at Level 1, the student may request a meeting with the Academic Dean/Internal Moderator. The student must submit the **Academic Appeal Form** within seven calendar days after the facilitator/learner meeting. Once submitted to the Academic Dean or their designee, a meeting should occur within seven calendar days.

Documentation for appealing the decision at Level 1 is required and mandatory in order to proceed to Level 2 and must be based on the following criteria (check those that apply).

The facilitator miscalculated your grade.

The facilitator used standards for grading your work that are different from those used to grade other students in your class.

The facilitator made a substantial and unannounced departure from their previously stated grading criteria.

The facilitator did not make appropriate accommodations for your documented need of such accommodations.

The grade is related to unethical behaviour or cheating that was not substantiated or proven.

The facilitator failed to respond to your request during the 7 day window.

Other academic circumstances (Specify)

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**An explanation and documentation is required for the Academic Appeal to be processed. If more space is needed for explanation, additional sheets may be attached.**

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The Academic Dean, under supervision of the Principal, will issue a written response, to the learner and facilitator, outlining the internal moderation decision. This form will be signed by the Dean/Moderator, and returned to the learner within seven calendar days after the Level 2 meeting.

If due to unforeseen circumstances, the Dean is unable to complete their review within the designated seven calendar days, they will notify the learner and facilitator by the seventh day and document the reason for the delay. The Dean must then complete their review and documentation in no less than an additional seven calendar days.

**Date Submitted to Academic Dean: Date of Meeting with Academic Dean:**

**Academic Dean’s Signature:  
Date of Dean’s Written Response:**

**Level 3: Quality Assurance Partner**

If the student is dissatisfied with the result at Level 2 **and they have additional evidence that was not previously presented at Level 1 or 2** they may request a QAP Review**.** The additional information regarding their appeal must be submitted within seven calendar days after the written result from Level 2 was issued.

This form, additional evidence, and all documentation must be submitted to the Administrator of Learner Support. Learners will be notified of whether the QAP will consider their appeal within seven calendar days of appeal form and documentation receipt. **The decision of the QAP is final.**

**Date submitted to the Administrator of Learner Support:**