

GRADE APPEAL FORM

Alexander College believes strongly in the principles of natural justice and student self-advocacy

The purpose of this form is for students to submit a formal appeal of their grade(s). The student must verify the grade with the course instructor to ensure that no error has been made. All reasonable steps possible should be taken by the student to resolve a grade dispute with the instructor before pursuing the formal appeal process.

After attempting to resolve the dispute with the instructor, and within **30 calendar days** since the grade for an exam/assignment became available, the student wishing to appeal a grade must fill out this form. Late appeals will not be accepted.

- ❖ As a result of this appeal, a grade for an assignment/exam may be raised, lowered, or remain unchanged. Note that this may result in no change to the final grade for the course.
- ❖ Complete the checklist and the fields below. Incomplete applications will not be processed.

The grade appeal request must include:

- Evidence to support one of the reasons for appeal (see below)
- Receipt of \$50 fee (payment instructions will be given for approved appeals)
- Submit this form, receipt, and supporting to the Office of Student Rights and Responsibilities by email srr@alexandercollege.ca

Student Name	Student ID	Email Address	
Course Instructor	Course Name and Section	Course Delivery Format (In-person or online)	Final Grade %
Grade of Assignment/Exam	Assignment Name/Exam	Exam Date / Assignment Submission Date	

Identify the reasons for appealing the grade(s) and provide the details:

- I believe my instructor did not follow the College policy and procedures relating to the assignment of grades.
- I believe my instructor did not follow the grading outline as per the approved course outline distributed to students. Students must be notified in writing or in any other way demonstrable of notifying all students of any changes of substance and relevance to the course outline.
- I believe my instructor did not treat me fairly compared to other students in the class.

Student Signature	Date
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