

GRADE APPEAL FORM

**IMPORTANT: PLEASE READ THIS PAGE CAREFULLY
BEFORE COMPLETING THE ATTACHED FORM**

WHAT IS THIS FORM?

This form **REPLACES** the old blue “Student – Academic Appeal Form” and applies to grades related to the Fall 2007 term and on. The Grade Appeal form is part of the College’s new Grade Appeals policy; both can be downloaded through the Student Services page at MyCentennial. The Grade Appeal form and the Grade Appeals policy can also be obtained through Enrolment Services, CCSAI Offices, Learning Resource Centres and the Student Relations Office.

WHAT ARE THE GROUNDS FOR APPEALING A GRADE?

You **MAY** appeal a grade if you feel that:

- A clerical error has resulted in a miscalculation of the grade
- 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 you feel that:

- The nature and standard of evaluation was too onerous (i.e. your teacher is marking too hard)

WHEN CAN I APPEAL A GRADE?

Appeals of grades on assignments, tests, placements, examinations, or a final course grade must be made within **ten (10)** business days of the release of the grade. A business day is Monday to Friday, except for statutory holidays and official college holidays. Consult your **Important Dates** calendar to determine the date when final course grades are officially released.

WHAT IS THE FIRST STEP?

Speak to your teacher first. You do **not** need to complete a Grade Appeal form at this stage. Be prepared and courteous when speaking with your teacher. If an agreement is reached to change your grade, ensure that you follow-up with an e-mail or note to your teacher confirming the grade change.

WHAT IF MY TEACHER FEELS A GRADE CHANGE IS NOT JUSTIFIED?

You have **ten (10)** business days upon the grade’s release to seek a meeting with the Chair of the course’s program area. In advance of meeting with the Chair, you must submit **both** a Grade Appeals form **and** written reasons for why you are appealing.

WHAT IF I NEED HELP FILING A GRADE APPEAL?

You can contact the following:

CCSAI (Student Advocate)
Tel: (416) 289-5000, extension 2592

Student Relations Office, Conflict Coach
Tel: (416) 289-5000, ext. 2629

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IMPORTANT: This form is to be used only if you have been unsuccessful in informally resolving your grade appeal with your teacher. We strongly recommend that you consult with a Student Advocate (CCSAI) or Conflict Coach (Student Relations) if you have any questions. The Grade Appeal Form, along with written reasons stating why you are appealing the grade, must be submitted **in advance** to the Chair the course's program area within **ten (10)** business days of the grade's release.

PERSONAL INFORMATION (PLEASE PRINT)

Student Number: _____ Date of Grade's Release: _____

Last Name _____ First Name _____ Middle Name _____

Address _____ City and Province _____ Postal Code _____

Telephone Number _____ Cell Number _____ Email Address _____

PROGRAM INFORMATION (PLEASE PRINT)

I am appealing:

- ☐ Midterm Test/Exam ☐ Final Course Grade
☐ Final Exam ☐ Other (please identify) _____

Academic Semester (check one): ☐ Fall ☐ Winter ☐ Summer Year: _____

- School: ☐ Advancement ☐ Continuing Education
 ☐ Business ☐ Engineering Technology and Applied Science
 ☐ Communications, Media and Design ☐ Hospitality, Tourism and Culture
 ☐ Community and Health ☐ Transportation

Program _____ Course Name _____ Course Number _____

Teacher's Name _____ Grade Received _____

Throughout the dispute resolution process, 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, such as Ontario Human Rights Commission, 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*.

Student Signature _____

Date _____

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BEFORE YOU MEET WITH YOUR CHAIR:

1. Read the Grade Appeals policy carefully. If you have any questions, contact the Conflict Coach (Student Relations Office) at (416) 289-5000, ext. 2629 or the Student Advocate (CCSAI) at (416) 289-5000, ext. 2592.
2. You **must** submit the following **in advance** of your meeting with your Chair:
 - Completed Grade Appeal form
 - Written reasons for why you feel your grade does not fairly reflect your academic performance. Your letter provides the reasons for appealing your grade, and must be related to the grounds for appeal outlined in the Grade Appeals policy. Your appeal letter must also specify the outcome that you are seeking from the appeal. Outcomes may include:
 - Resubmission of project or assignment
 - Rewriting of test or examination
 - Remarking of assignment, test or examination
 - Repeating the course
 - Removing a grade from your transcript
 - Changing your grade
 - copy of your course outline and any other documents that specifically relate to your appeal, such as tests, exams, assignments, reports and papers.
 - names of any witnesses and their contact information who may be relevant in supporting your appeal.
3. Ensure your appeal letter is **signed and dated**.
4. Confirm with your Chair a date, time and location for your meeting. Contact your department office of your course's program area to determine the name of your Chair. You can also ask the Conflict Coach (Student Relations Office) at (416) 289-5000, ext. 2629.
5. Your documents will be shared with the evaluating teacher and their documents will be shared with you.

STAGE 1: MEETING WITH CHAIR AND TEACHER (continued on next page...)

Student's Role

- Ensure all documentation has been provided to the Chair **in advance** of meeting.
- Participate in a respectful and constructive manner.
- You can bring a Student Advocate (CCSAI) to the meeting as a support person.

Teacher's Role

- Ensure all documentation has been provided to the Chair **in advance** of meeting.
- Follow any action outlined in the written decision of the Chair.

Chair's Role

- Notify evaluating teacher that appeal is proceeding and obtain relevant documents.
- Act on behalf of teacher if teacher is unavailable.
- Ensure both teacher and student receive copies of all documents submitted.
- Ensure privacy of the academic records of other students.
- Review documentation provided; seek clarification during the meeting.
- Explore solutions presented by either party during the meeting or propose alternate solutions; or
- Request assistance, such as re-assessment by another teacher in appraisal of a document.
- The Chair, teacher and student will be given access to such appraisals; or
- Prepare a written decision on appeal. Decision must be **signed and dated**. Decision may be to retain or amend the student's grade or other appropriate action.
- Deliver the written decision to the student and teacher within **five (5)** business days of the meeting
- When appropriate, inform Enrolment Services.

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STAGE 1: MEETING WITH CHAIR AND TEACHER (... continued from previous page)

TO BE COMPLETED BY CHAIR:

The following documents have been submitted and received:

Submitted By (Student/Teacher)	Description	Date

Above documents received (initials) _____
Student Teacher Chair

Meeting Date: _____

☐ **Resolved**

Chair to deliver written decision to student and teacher within five (5) business days of meeting. Describe resolution below.

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Student's signature

Teacher's signature

Chair's signature

OR

☐ **Unresolved**

Chair's name (please print)

Chair's signature

Date

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STAGE 2: APPEAL TO DEAN (OPTIONAL)

IMPORTANT: When you receive the Chair's written decision, you have five (5) business days to submit an appeal to the Dean of the School where your course originates. You cannot appeal to the Dean solely because you disagree with the Chair's decision. Your appeal letter must provide new reasons why you believe the Chair made a wrong decision.

The Dean can decide that a meeting is or is not necessary to reach a decision. The Dean's decision is **FINAL**.

Student's Role

- Prepare an appeal letter to the Dean providing new reasons why you are challenging the Chair's decision.
- Submit all required documentation within **five (5)** business days to Dean.

Chair's Role

- Forward all documents from prior stages (up to and including Chair's written decision) to the Dean.

Dean's Role

- Review the process followed and the decision assigned by the Chair.
- Decide whether a meeting of all parties is necessary to make a decision.
- Prepare a written decision. Decision may be to dismiss, vary or uphold the Chair's decision.
- Provide written notification to the student, with a copy to the teacher and Chair, within **five (5)** business days of the decision being reached.

Dean's decision. Describe below.

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Dean's name (please print)

Dean's signature

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