

<b>DOCUMENT TITLE</b>	Final Grade Review Request to Dean/Director
<b>DOCUMENT NUMBER</b>	E-1.14.3
<b>NAME OF POLICY THE DOCUMENT SUPPORTS</b>	Grade Review and Appeals
<b>TYPE OF DOCUMENT</b>	Form
<b>APPROVAL DATE</b>	May 20, 2020
<b>REPLACES (IF APPLICABLE)</b>	E-2.4.2: Request for a Final Stage Appeal Form
<b>LAST UPDATE OR AMENDMENT OR REVIEW DATE</b>	N/A
<b>HOLDER</b>	VP Education
<b>RESPONSIBLE OPERATIONAL LEADER</b>	Dean/Director

## FINAL GRADE REVIEW REQUEST TO DEAN/DIRECTOR

### PURPOSE

The purpose of this form is to request the review of a final course grade to the Dean via the Dean’s Office. Please refer to the [Grade Appeals policy](#) and the [Supporting Document outlining the process](#) prior to completing this form.

To receive consideration, all requests must:

1. Be made five within **five (5) business days** of receiving an outcome from the instructor, after the mediation efforts with the Chair/Program Leader;
2. Identify the ground(s) under which the student is seeking a review of the final grade;
3. Be complete with all relevant information and documentation, as identified in the policy, the supporting documents, and this form,
4. Be submitted to the appropriate School (through which the course is being offered) via email or in person.

### INFORMATION PROVIDED BY STUDENT

<b>STUDENT NAME:</b>	
<b>STUDENT C#:</b>	
<b>PHONE #:</b>	
<b>EMAIL:</b>	

<b>SCHOOL/PROGRAM:</b>	
<b>COURSE NUMBER &amp; NAME:</b>	
<b>NAME OF INSTRUCTOR:</b>	
<b>NAME OF CHAIR/PROGRAM LEADER:</b>	

<b>What decision are you appealing? Please provide details.</b>

<b>Please choose the applicable ground(s) for requesting a review of the final course grade.</b>
<input type="checkbox"/> An Education/Academic policy was contravened that negatively impacted the student's learning and final grade;
<input type="checkbox"/> Calculation error in summing up the marks for an evaluation and/or when a grade is recorded incorrectly;
<input type="checkbox"/> Error in the assigned course evaluation(s);
<input type="checkbox"/> Unfairness in applying grading criteria.

**With as much detail and clarity as possible, please describe how you meet the ground(s) selected above.**

**With as much detail and clarity as possible, please describe what outcome you are seeking and why.**

**BEFORE SUBMISSION, PLEASE CHECK THE FOLLOWING:**

- I have read the [Grade Review and Appeals Policy](#) and the [Process for Requesting Grade Review and Appeals Supporting Document](#) and understand the Policy and its applicable processes.
- I have completed this form to the best of my ability. The information I provided above is accurate and complete.
- I have provided all supporting documentation, including completed and graded term work that is relevant to this appeal request.

<b>STUDENT'S SIGNATURE:</b>	<b>DATE:</b>
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