ROBERTSON

GRADE APPEAL FORM

IMPORTANT: Please review this following information carefully before completing the Grade Appeal Form.

GROUNDS FOR APPEAL

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 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. instructor is marking too hard)

PROCEEDING WITH THE APPEAL

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, with the exception of statutory holidays and official College holidays.

APPEAL PROCESS

The first step of the appeal process is to speak with the instructor. A Grade Appeal Form is not required at this stage. If an agreement is reached to change the grade, ensure follow-up is made via email or note with the instructor confirming the grade change.

If the instructor feels that a grade change is *not* justified, the student will have ten (10) business days upon the grade's release to seek a meeting with the Manager of Education. In advance of this meeting, the student must submit both a Grade Appeal Form, an appeal letter stating the reasons for the appeal and any other documents that specifically relate to the appeal such as tests, exams, assignments, reports and papers. The appeal letter must also specify the outcome that is being requested of the appeal.

Outcomes may include:

- Resubmission of project of assignment
- Rewriting of test or examination
- Remarking of assignment, test or examination
- Repeating the course
- Removing a grade from your transcript
- Changing your grade

Your appeal letter must be signed and dated. The documents used in the appeal will be shared with the evaluating instructor and the student.

IMPORTANT – The Grade Appeal Form is to be used only if you have been unsuccessful in informally resolving your grade appeal with your instructor. The Grade Appeal Form, along with the written reasons stating why you are appealing your grade must be submitted **in advance** of the meeting with the Manager of Education within ten (10) business days of the grade's release.

PERSONAL INFORMATION (PLEASE PRINT)

STUDENT #: _____ GRADE RELEASE DATE: _____

STUDENT NAME: _____

ADDRESS: _____

PHONE #: _____ CELL #: _____

EMAIL: _____

PROGRAM INFORMATION (PLEASE PRINT)

I am appealing:

_____ MIDTERM/EXAM _____ FINAL EXAM

_____ FINAL COURSE GRADE _____ OTHER: _____
(PLEASE IDENTIFY)

PROGRAM COURSE NAME: _____

INSTRUCTOR NAME: _____

GRADE RECEIVED: _____

ADDITIONAL INFORMATION FOR THE MANAGER OF EDUCATION:

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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 Manitoba Human Rights Commission, grievance arbitration and/or judicial proceedings

The 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 NAME	SIGNATURE	DATE

STAGE 1: MEETING WITH THE MANAGER OF EDUCATION & INSTRUCTOR

Student's Role

- Ensure all documentation has been provided to the Manager of Education in advance of the meeting
- Participate in a respectful and constructive manner
- A support person can be in attendance

Instructor's Role

- Ensure all documentation has been provided to the Manager of Education in advance of the meeting
- Follow any action outlined in the written decision by the Manager of Education

Manager of Education's Role

- Notify evaluating instructor that appeal is proceeding and obtain relevant documents
- Act on behalf of the instructor if the instructor is unavailable
- Ensure both instructor and student receive copies of all documents submitted
- Ensure privacy of the student's academic records
- 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 instructor in appraisal of a document. The Manager of Education, instructor and student will all be given access to such appraisals
- Prepare a written decision of 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 instructor within five (5) business days of the meeting
- When appropriate, the appeal may be escalated to involve the Campus Director

The following documents have been submitted and received (completed by Manager of Education):

DOCUMENT	SUBMITTED BY	DATE

Acknowledgement of receipt of the above documents (Please initial)

STUDENT	INSTRUCTOR	MANAGER OF EDUCATION

MEETING DATE: _____

MEETING OUTCOME: RESOLVED _____ UNRESOLVED _____

The Manager of Education is to deliver the written decision on the grade appeal to the student and instructor within five (5) business days of meeting.

APPEAL DECISION BY MANAGER OF EDUCATION

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MANAGER OF EDUCATION DATE

STAGE 2: APPEAL TO CAMPUS DIRECTOR

Upon receiving the written decision on the appeal from the Manager of Education, the student will have five (5) business days to submit an appeal to the Campus Director.

You cannot appeal to the Campus Director solely because you disagree with the Manager of Education's decision. Your appeal must include a written letter providing your new reasons for appeal and/or why you believe the Manager of Education made a wrong decision.

The Campus Director's decision is **final**.

Student's Role

- Prepare an appeal letter to the Campus Director providing new reasons for why you are challenging the decision of the Manager of Education
- Submit all required documentation to the Campus Director within five (5) business days of receiving the written decision from the Manager of Education

Manage of Education's Role

- Forward all documents from prior stages (up to and including the Manager of Education's written decision) to the Campus Director

Campus Director's Role

- Review the process followed and the decision assigned by the Manager of Education
- 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 Manager of Education's decision
- Provide written notification to the student, with a copy to the instructor and Manager of Education within five (5) business days of the decision being reached.

APPEAL DECISION BY CAMPUS DIRECTOR

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CAMPUS DIRECTOR DATE

THE CAMPUS DIRECTOR APPEAL DECISION IS FINAL. THERE IS NO FURTHER LEVEL OF APPEAL.