

Academic Grade Appeal Report Form

File #: _____

A: To be completed by reporting student

If you wish to appeal a grade, you have five business days (day one is the first working day after you are notified) to request a meeting with your instructor to discuss this disagreement. If you are unable to resolve the matter with your instructor, you have two business days to appeal directly to the program chair using this form. The decision made by the program chair is final. If you have any questions, contact the Office of Student Judicial Affairs by email at OSJA@norquest.ca or by phone at 780.644.6490.

Student name:	Student ID:
Instructor/staff name:	Course #:

<u>Grade Appeal</u> <ul style="list-style-type: none"> o Assignment o Exam o Other: _____ 	Date assignment/grade released: _____
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Provide a description of your appeal. Include supporting documents (copy of assignment, marking rubric, etc.) as necessary. Describe the steps you have already taken to resolve the issue.

Describe the resolution you are seeking:

Signature of student: _____

Date: _____

The personal information collected on this form is used for processing academic grade appeals. Collection is authorized under section 33(c) of the *Freedom of Information and Protection of Privacy* (FOIP) Act and is managed in accordance with the Act. Questions about the collection and use of the personal information can be directed the Office of Student Judicial Affairs, Room 1-207, 10215 108 Street NW, Edmonton, AB T5J 1L6, 780.644.6490.

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B: To be completed by the Office of Student Judicial Affairs

Related incident number (if applicable):	
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Does this appeal meet criteria to go forward?	<input type="radio"/> Yes
	<input type="radio"/> No

File forwarded for review to (provide name):	<input type="radio"/> Program Chair
	<input type="radio"/> Associate Dean
	<input type="radio"/> Dean/Director