



INFORMATION

Students who wish to appeal a final grade in a credit course are expected to first attempt to resolve the concern informally with the instructor. If the issue cannot be resolved informally or the student is uncomfortable speaking to the instructor, the student may submit a Grade Appeal Form to the Office of the Registrar for review.

A final grade may be appealed on the following grounds:

- i. The assessment of the final grade did not include all pieces of completed work.
- ii. The assessment criteria have not been applied in a reasonable, fair and just manner.
- iii. There was an error in the calculation.

If the grade appeal is denied, students have the option of submitting a **Stage Two Appeal**. Students must include a copy of the Stage One appeal decision with this submission. The grounds for a Stage Two final grade appeal are limited to the following:

- i. The Stage One appeal lacked procedural fairness;
- ii. There is relevant new information that was not available when the Stage One appeal decision was made and that may have influenced the outcome.

INSTRUCTIONS

- Read and review the Appeal of Final Grade policy available on the [Coquitlam College Policies page](#).
- Consult with an Academic Advisor to discuss the policy and appeal procedures.
- Pay the \$50 appeal fee. Payment may be made at the Office of the Registrar or deducted directly from the student's account.
- Submit the completed form to the Office of the Registrar via email to jhebler@coquitlamcollege.com with any relevant supporting documents attached.

All documentation should be submitted by no later than **ten (10) business days following the date the grade was posted**.

Do NOT send a duplicate request as this will delay the processing time.

STUDENT INFORMATION		
Legal Last Name (Family Name)	Legal First Name (Given Name)	Student #
Email Address		Telephone Number
REQUESTED APPEAL (SELECT ONE)		
<i>Please review the Information section of this form to determine which stage of appeal is applicable to your situation. A Stage One Appeal decision must be completed before submitting a Stage Two Appeal.</i>		
<input type="checkbox"/> Stage One Appeal <input type="checkbox"/> Stage Two Appeal		
COURSE DETAILS		
Course Name (e.g., Financial Accounting I)		
Course Subject (e.g., ACCT)	Course Number (e.g., 101A)	
Instructor Name	Semester	Year
Final Grade %	Final Letter Grade	
APPEAL RATIONALE		
Identify the reason(s) for the grade appeal:		
<input type="checkbox"/> The assessment of the final grade did not include all pieces of completed work.		
<input type="checkbox"/> The assessment criteria have not been applied in a reasonable, fair and just manner.		
<input type="checkbox"/> There was an error in the calculation.		



Provide detailed explanation below:

ADDITIONAL DOCUMENTATION

Students may attach supporting documents to this form as evidence to support their appeal.
Do you have any supporting documents to attach?

☐ Yes – Total Number of Pages Attached: _____

☐ No

STAGE TWO APPEAL ONLY

Support Person Details

Students may bring one support person to the Final Grade Appeal Committee Hearing. The support person is not permitted to speak or represent the student during the proceeding.

Will you be accompanied by a support person?

☐ Yes

☐ No

Name of Support Person

Relationship to Student

Accommodations

If you require accommodation to fully participate in the Final Grade Appeal Committee Hearing, please notify the Office of the Registrar at least five (5) business days prior to the scheduled date. Late requests may result in the Tribunal being rescheduled.

Do you require a spoken language interpreter?

☐ No

☐ Yes (please specify the language): _____

Do you require any other accommodation?

☐ No

☐ Yes (please describe): _____

OFFICE USE ONLY

Senior Administration Approval

Approval

Rationale

Administration Signature

Date (yyyy/mm/dd)