



## GRADE APPEAL FORM

**Instructions:** *If the matter is not resolved with the PC, the student may then request a formal review by the SEA. The student must notify the Registrar's Office of their intent and request a Grade Appeal Form. The learner must submit the completed Grade Appeal Form to the SEA within 5 business days of the head of the PC's written decision with a copy to the Registrar's Office. At this point, any changes to the learner's academic records will be suspended, pending resolution of a formal grade appeal.*

|                        |                               |
|------------------------|-------------------------------|
| <i>Last Name:</i>      | <i>First and middle name:</i> |
| <i>Student Number:</i> | <i>Program Name:</i>          |

| Course | Course Start Date | Course End Date | Final Grade Received |
|--------|-------------------|-----------------|----------------------|
|        |                   |                 |                      |

Please indicate the basis for the appeal and why you believe that a better final grade is warranted. Also, state the steps that have been taken to resolve the issue (See Student Grade Appeal Policy). Attach all relevant information and documentation to this form. Note: Pleas on compassionate grounds should not form part of the statement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Signature is required if this form is not sent from your email address currently on file at GNI