



ACADEMIC GRADE APPEAL FORM B

Freedom of Information and Protection of Privacy Notification: The personal information on this form is collected and protected under the authority of the *Post-secondary Learning Act* and the *Freedom of Information and Protection of Privacy (FOIP) Act*. The personal information will be used to administer the appeals process and for other uses consistent with this purpose. Please direct questions to the Vice President Academic and Chief Operating Officer, Lethbridge College, 3000 College Drive South, Lethbridge, AB T1K 1L6 (403) 320-3205.

It is the responsibility of the student to ensure that each step in the appeal process is documented on this form. Written statements, requests, decisions and/or comments may be submitted in letter format and referenced as attachments to this form.

The student may request assistance and support during this process. Please refer to the related policy.

It is the responsibility of the student and the staff members to comply with the timelines as prescribed and to complete their portion of the form within the procedure.

STEP 4: Notice of Appeal to the Academic Appeal Committee

Student:

- 1) Attach copy of Academic Grade Appeal Form A: Notice of Appeal to the Dean from Step 3 submission
- 2) Complete (this) Academic Grade Appeal Form B
- 3) Submit this form and related documentation to the Office of the Vice President Academic and Chief Operating Officer

I, _____ (please print), am not satisfied with the outcomes of the Academic Grade Appeal Steps 1, 2, or 3 and I am therefore requesting a Step 4 review of these decisions by the Appeal Committee based upon the following reasons:

If the Academic Grade Appeal Committee supports this appeal, I request that the following action be taken: a final grade change from Letter Grade _____ to Letter Grade _____.

By signing this form, I understand that I am giving authorization to the Vice President Academic and Chief Operating Officer to release information from College records about me, pertaining to this appeal only as appropriate, to members of the Academic Appeal Committee for the purposes of my academic appeal.

Student Signature: _____ Appeal Submission Date: _____