

ACADEMIC GRADE APPEAL FORM A

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.

Student I.D. Birthdate	
S	D D
Last Name First Name Mic	dle Initial
Program Appeal Submission Date	
	D
Stop 2: Notice of Appeal to the Deep	
Step 3: Notice of Appeal to the Dean	
Student: Complete Page 1 and submit it along with related documentation to the office of the Dean responsible for the course.	
Instructor:Final Grade:	
	
Course ID/Name:	
Action being requested: I am requesting a final grade change from Letter Gradeto Letter Grade	·
Statement of specific issue(s) to the appeal (attach additional documentation as required):	

Dean's recommendation and rationale:
Dean's signature:
IF the appeal proceeds to Step 4, the Dean must submit Page 1 and 2 of this form and related documentation to the Appeal Committee for consideration.