



## FINAL GRADE APPEAL

### INSTRUCTIONS:

- Before completing this form a student must first discuss concerns with final grade with instructor if satisfactory resolution is not agreed to with the instructor;
- If a resolution is not achieved, the student may inquire with the Associate Dean of the program offering the course
- If the matter is still not resolved, the student may petition the Registrar to appeal the Final Grade to the Dean of the program offering the course,
- Complete this form within 30 days of the end of term and submit to Registrar ([registrar@lethbridgecollege.ca](mailto:registrar@lethbridgecollege.ca))
- [Grading Policy - Part G](#)

A student may appeal a Final Grade on the following grounds only if, in the opinion of the Registrar or the Registrar's designate:

- the course outline has not been followed by the instructor; **OR**
- the course assessments have not been applied according to the LC college's Assessment Policy; **OR**
- the evaluation criteria have not been applied in a reasonable, fair, or just manner; **AND**
- the grade change would result in a substantive change to the final grade and materially impact the student's overall academic standing.

Registrar will make determination if there is sufficient grounds for a Final Grade Appeal and notify the appellant in writing with decision.

Student ID: s	Birthdate (YYYY-MM-DD):
Last Name:	First Name:
Email Address:	
Program Name:	
Student's Signature:	Submission Date: (YYYY-MM-DD):

Student: Complete form and submit it along with supporting documentation to the Registrar ([registrar@lethbridgecollege.ca](mailto:registrar@lethbridgecollege.ca))

Instructor: \_\_\_\_\_ Term: \_\_\_\_\_ Final Grade: \_\_\_\_\_

Course ID/Name: \_\_\_\_\_

Action being requested: I am requesting a final grade change from Letter Grade \_\_\_\_\_ to Letter Grade \_\_\_\_\_.

Upon which of the following grounds are you appealing your Final Grade (check all that apply):

- the course outline has not been following by the instructor.
- the course assessments have not been applied according to the Lethbridge College's Assessment Policy.
- the evaluation criteria have not been applied in a reasonable, fair, or just manner; or.

Provide rationale below to support your appeal request based on the grounds you have identified. (Please attach supporting documentation, along with completed form, and email to [registrar@lethbridgecollege.ca](mailto:registrar@lethbridgecollege.ca) ).

**NEXT STEPS (IF APPROVED FOR APPEAL BY REGISTRAR):**

1. The Dean shall advise the student in writing of the appeal decision, which may be:
  - a. No change to the final grade
  - b. A higher final grade
  - c. A lower final grade
2. The Dean shall send a copy of that written communication to the instructor, Associate Dean, and Registrar.
3. The Dean's decision is final and binding. The Dean shall advise the student in writing of the appeal decision.
4. The Registrar's Office shall adjust the student's final grade and academic standing accordingly.

**EXPECTATIONS FOR RESPONSIBLE CONDUCT DURING THE APPEAL PROCESS**

While appreciating the stress and anxiety inherent within the appeal process, students of Lethbridge college are expected to conduct themselves appropriately, respectfully, responsibly and with propriety and to abide by all policies and regulations.

***Unnecessary and/or Repeated Communication***

- The process, persons responsible and timeline or duration permitted for the consideration an appeal will have been clearly communicated to the student at the outset. The appellant therefore has no need to, and should desist from, either repeatedly contacting the person responsible or any other person within the College.

***Emotional Pleading***

- The focus of the appeal should be on the factual basis of the allegation of misconduct or the way a grade has been calculated or assessed. The impact on the personal circumstances or status of the student is not the main basis for appeal.

***Unfounded Allegations***

- Students have an obligation to act in a fair and respectful manner toward the other parties involved during the appeal process. To this end they should refrain from making personal attacks or baseless accusations for which there is no evidence.