



This form is to be used by students who are seeking to appeal a grade on a specific assessment and:

- have been unable to resolve the grade appeal with the faculty who assigned the grade; and
- are appealing an assessment that meets the eligibility requirements documented in Section 5.1.5 of the Grade Appeals policy and procedure (ACAD 111).

Student will submit this signed form, along with all appropriate supporting material, to their school office no later than five (5) days after receipt of the faculty response or the expiration of time for a faculty response.

First Name

Last Name

Address

Phone Number

Email Address

Student Number

Program Name

Details of the request for academic appeal

Course Name

Course Code

Assessment being appealed

Percentage of total grade assigned

Faculty name

Please include a type written letter outlining the following:

- a. a description of the basis for the grade appeal clearly describing the perceived error in grading;
- b. actions taken to date, including details in **Step 1** of the procedure, along with supporting documentation; and
- c. the outcome being sought.

Student Signature (electronic)

Date

Received by

Date

Notice of Collection:

In accordance with Section 39(2) of the *Freedom of Information and Protection of Privacy Act, 1990*, the personal information collected on this form is collected under the legal authority of the Ontario Colleges of Applied Arts and Technology Act, 2002 and may be used and/or disclosed to assist in resolving your grade appeal. Your personal information may also be used for various administrative, statistical and/or research purposes of the College and/or ministries and agencies of the Government of Ontario and the Government of Canada. If you have any questions about the collection, use and disclosure of your personal information by the College, please contact the Freedom of Information and Protection of Privacy Coordinator, 2000 Simcoe Street North, Oshawa, ON, L1G 0C5, 905.721.2000 ext. 3292.

If you have questions about this form or need it in an alternate format, please contact vpa@durhamcollege.ca.