College of New Caledonia
CNC

Failing resolution at the Instructor level and within five (5) working days of the date of the Instructor Level Resolution decision, the student may seek resolution from the appropriate Educational Administrator. A written submission is required that includes the facts that establish the grounds for a grade appeal (see below) and the outcome(s) sought.

For complete information see the Grade Appeal Policy available on the CNC website at www.cnc.bc.ca/Visiting/CNC_Policies.htm

The grounds for a Grade Appeal are limited to:

a) The course objectives have not been adhered to or was not provided and/or;
b) The evaluation criteria have not been applied according to the Grading and Evaluation of Student Performance Policy E-1.22 and/or;
c) The evaluation criteria have not been applied in a reasonable, fair and just manner and/or;
d) A procedural error related to grade calculation was made (e.g. instructor lost assignments, calculation error)

Name of Educational Administrator:	**Date of Meeting (Educational Administrator & Student):**
Student Name:	**Student ID Number:**
Address: **Postal Code:**	**Phone Number:**
Email Address:	**Name of Course:** **Grade Assigned:**
Name of Instructor Who Assigned the Grade:	**Attachment: (copies)** ☐ Instructor Level Resolution form

Decision:

☐ Decision by Instructor is upheld
☐ Matter is resolved by the Educational Administrator or designate
☐ Grade Appeal Committee is to be convened
☐ Appeal Withdrawn - Student's signature: _____

☐ Rationale for Decision Attached

Signature of the Educational Administrator or designate:	**Date:**	**Student Signature:** **Acknowledging Receipt of Decision**

The Educational Administrator or designate will provide a copy of this form to the student and submit the original to the Office of the Registrar.

For Office of the Registrar internal use only:
Processed by:_____ Date: _____