

The student may seek resolution at the Executive Level within five (5) working days of the Educational Administrator Level Resolution decision. A written submission of their concerns, including all relevant supporting documentation that establish the grounds for a grade appeal (see below) and the outcome(s) sought is required.

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 procedures outlined in this policy were not followed by the original decision maker(s) and this has resulted in the student not receiving a fair hearing and/or;
- b) Relevant evidence has become available that was not reasonably available at the time of the original decision and there is a strong probability that the evidence would have a significant effect on the decision.

Student Name:		Student ID Number:	
Address:	Postal Code:	Phone Number:	
Email Address:		Name of Course:	Grade Assigned:
Name of Instructor Who Assigned the Grade:		Attachments: (copies) <input type="checkbox"/> Instructor Level Resolution form <input type="checkbox"/> Educational Administrator Level Resolution form	
Grounds for Final Grade Appeal: <input type="checkbox"/> The procedures outlined in this policy were not followed by the original decision maker(s) and this has resulted in the student not receiving a fair hearing. Attached evidence supports this claim. <input type="checkbox"/> Relevant evidence has become available that was not reasonably available at the time of the original decision and there is a strong probability that the evidence would have a significant effect on the decision. Attached evidence supports this claim.			
Decision: <input type="checkbox"/> Decision by Educational Administrator is upheld <input type="checkbox"/> Grade Appeal Committee is to be convened <input type="checkbox"/> Appeal Withdrawn - Student's signature: _____ <input type="checkbox"/> Rationale for Decision Attached			
Signature of the Vice President Academic (VPA) or designate:		Date:	Student Signature: Acknowledging Receipt of Decision
<p>The Vice President Academic (VPA) or designate will provide a copy of this form to the student, the appropriate Educational Administrator or designate, and submit the original to the Office of the Registrar. If a Grade Appeal Committee is to be convened, the VPA or designate will provide a copy of all documentation to the Chair of the Grade Appeal Committee.</p> <p>For Office of the Registrar internal use only: Processed by: _____ Date: _____</p>			