

To receive consideration, the student must within ten (10) working days of the official posting of the final grade initiate a grade appeal with the instructor who assigned the grade. If the student is unable to reach the instructor, assistance should be sought through the appropriate Educational Administrator or designate.

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)

Student Name:		Student ID Number:	
Address:		Phone:	
Email:		Name of Course and Grade Assigned:	
Name of Instructor Who Assigned the Grade:		Date of Meeting (Instructor & Student):	
Decision: Final Grade is Upheld: <input type="checkbox"/> Yes <input type="checkbox"/> No (If a grade is changed, the instructor is to complete a Grade Change Form) <input type="checkbox"/> Appeal Withdrawn - Student's signature: _____ <input type="checkbox"/> Rationale for Decision Attached			
Signature of Instructor:		Date:	Student Signature: Acknowledging receipt of decision
The Instructor will provide a copy of this form to the student, to the appropriate Educational Administrator or designate, and submit the original to the Office of the Registrar. For Office of the Registrar internal use only: Processed by: _____ Date: _____			