

**GRADE APPEAL  
NOTICE OF APPEAL PROCESS FORM**

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. The student will be allowed to continue with their studies during the appeal process unless the student's practice, knowledge or theory base is deemed unsafe.

For complete information see the Grade Appeal Policy available on the CNC website at [www.cnc.bc.ca/Visiting/CNC\\_Policies.htm](http://www.cnc.bc.ca/Visiting/CNC_Policies.htm)

<b>Student Name:</b>		<b>Student ID Number:</b>	
<b>Address:</b>		<b>Phone:</b>	
<b>Email:</b>		<b>Name of course being appealed:</b>	
<b>Name of instructor of course being appealed:</b>		<b>Date of Meeting (Instructor &amp; Student):</b>	
<p>An appeal of the above mentioned course is currently pending a decision. The above named student may register in the course stated below until a resolution is reached. A successful grade appeal will result in the student continuing in the enrolled course. A student will be retroactively withdrawn from the course and the course specific tuition will be refunded if the grade appeal fails.</p> <p>Course: _____</p>			
<b>Signature of Instructor of course being appealed:</b>	<b>Date:</b>	<b>Student Signature:</b>	
<b>Name of Instructor of course in which student wishes to enroll :</b>	<b>Date:</b>	<b>Signature of Instructor of course in which student wishes to enroll:</b>	
<b>Name of Educational Administrator or designate:</b>	<b>Date:</b>	<b>Signature of Educational Administrator or designate:</b>	
<p>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.</p> <p>For Office of the Registrar internal use only:          Processed by: _____ Date: _____</p>			