Faculty-Level Grade Appeal - Form A

Vice President, Academic & Students

For more information or to request alternate formats of this form for accessibility, please contact your student advisor directly.

This form is used for students seeking to appeal a grade on course-work, an assignment, clinical placements, examinations and/or final course grades. To commence a Faculty-Level Grade Appeal, the student will submit this signed form along with the appropriate supporting material to their school administrator (executive dean, associate dean, or director) no later than five (5) business days after receipt of the faculty member's response or the expiration of time for a faculty member's response.

Please attach a type-written letter outlining the following:

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

STUDENT PERSONAL IDENTIFICATION

First Name: Last Name:

Student Banner Number:

Telephone Number (Cell):

Program:

DCmail.ca Email Address:

DETAILS OF THE REQUEST FOR GRADE APPEAL

Course Name:

Assignment or clinical placement or field placement or co-op placement or test or exam or final grades being appealed:

Percentage of total grade assigned: %

Faculty's Name:

STUDENT SIGNATURE

☐ I confirm that the appeal meets the condition outlined in section 5.1.5 of the Durham College Grade Appeals Policy.

Date: Signature:

Click here to submit the form to your faculty office

RECEIVED BY

First Name: Last Name:

Date: Signature:

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 in determining a resolution to your appeal. 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.