

# Procedure for Informal Appeal of Final Grade

CONTINUING STUDIES REGISTRAR'S OFFICE

This form must be completed with the signatures of both your instructor and the Continuing Studies Director/Manager. Refer to the [Appeal of Final Grade Policy \(E2006\)](#) and [Appeal of Final Grades Procedures](#) for details regarding this process. The informal appeal of a final grade process must be completed before a Formal Appeal of Final Grade will be considered. In the case of a Formal Appeal of Final Grade, both forms must be completed and returned to the Continuing Studies Registrar's Office **no later than ten working days following the last day of examinations in the semester in which the course(s) under appeal was completed**. It is the student's responsibility to ensure that there is sufficient time to meet this deadline to file a Formal Appeal of Grade.

CS REGISTRAR'S OFFICE USE ONLY

Form issued on: \_\_\_\_\_

By: \_\_\_\_\_

1. The purpose of the student/instructor meeting is for you to clarify the method and calculation of your final grade. If a change of grade is approved, the instructor will forward a Mark Change Request Form to the Continuing Studies Program Coordinator/Manager.
2. If the instructor maintains that the final grade assigned is correct, the instructor will complete the following section stating reasons for this decision. You must contact the Continuing Studies Director/Manager if you wish to further pursue the appeal.

## STUDENT INFORMATION - to be completed by the student

Student name: \_\_\_\_\_ Langara ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Course name: \_\_\_\_\_ Course #: \_\_\_\_\_ Section #: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_\_

## INSTRUCTOR INFORMATION - to be completed by the instructor

Instructor's name: \_\_\_\_\_

Instructor's comments regarding discussion with the appellant: \_\_\_\_\_

Instructor's signature: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_\_

3. If, following the meeting with the instructor, you wish to further pursue a grade appeal, you must meet with the appropriate Continuing Studies Director/Manager. The role of the Continuing Studies Director/Manager in this meeting is to ensure that you clearly understand the Formal Appeal process, including the **three possible outcomes of a Formal Appeal: that grades may be raised, stay the same, or be lowered**. The Continuing Studies Director/Manager will review the appeal and provide you with advice on pursuing the appeal and record their comments below:

## CONTINUING STUDIES DIRECTOR/MANAGER INFORMATION - to be completed by Continuing Studies Director/Manager

Continuing Studies Director/Manager's name: \_\_\_\_\_

Continuing Studies Director/Manager's comments regarding discussion with the appellant: \_\_\_\_\_

Student has presented credible evidence of valid grounds for a Formal Appeal.  Yes  No

Continuing Studies Director/Manager's signature: \_\_\_\_\_ Date (YYYY/MM/DD): \_\_\_\_\_

After meeting with the Continuing Studies Director/Manager, if the student is proceeding with the Formal Appeal process, the student must contact the Continuing Studies Registrar's Office to pay the \$38.00 fee.

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