



GRADE APPEAL FORM

The appeal process is designed to allow students to formally challenge academic decisions. Most appeals require a **minimum of 20 business days** to process, and often longer if the information submitted is not complete. Submit by email to Student Enrolment Services at studentinfo@kpu.ca.

Part I - Student Information		
Student ID	Last name	First name
KPU email address		Phone
Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year	Student signature

Grade Appeal Information
<p>Prior to submitting a Grade Appeal, the Student is encouraged to discuss their concern or question directly with their instructor and resolve the issue informally. The Student may request assistance from an academic advisor for support in resolving their issue with their instructor. If you need more information to support you in the Grade Appeal process, please contact an academic advisor.</p> <p>Grade Appeals must be submitted within twenty (20) business days from the date the course grade was issued.</p> <p>There is a \$15 non-refundable fee required at the time of submission.</p> <p>See Policy/Procedures ST3 for full details regarding Grade Appeals. If you believe there was an error on your record (e.g., deletions or changes to the academic record), it can be investigated without an appeal. Please contact your instructor or the Office of the Registrar for assistance.</p> <p>You must include in your appeal package (please send as a single, electronic file):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Grade Appeal Form; <input type="checkbox"/> A Letter of rationale for the requested review of the course grade; <input type="checkbox"/> Statement of which Academic Assessment(s)/aspect of your course you wish to be reviewed; <input type="checkbox"/> Copies of any Academic Assessment(s) to be reviewed; <input type="checkbox"/> Statement of attempt to resolve the matter with your instructor prior to submitting your appeal; <input type="checkbox"/> Provide purpose, outcome and grading criteria for the course grade, e.g., course syllabus; <input type="checkbox"/> \$15 appeal fee* - Log in to Online Self-Service to make payment under > <i>Student Menu</i> > <i>Student Accounts</i> > <i>Make a Payment</i>.

Part II A – Course you wish to be re-graded			
<table border="1"> <tr> <td>Course name and section</td> <td>CRN</td> <td>Date of informal resolution attempt</td> </tr> </table>	Course name and section	CRN	Date of informal resolution attempt
Course name and section	CRN	Date of informal resolution attempt	

Part II B – To be completed by Instructor		
Comments		
<table border="1"> <tr> <td>Instructor name (print)</td> <td>Instructor signature</td> </tr> </table>	Instructor name (print)	Instructor signature
Instructor name (print)	Instructor signature	

Office Use Only									
<table border="1"> <tr> <td>Date received:</td> <td>Received by:</td> <td>Adjudicator's decision: Approved <input type="checkbox"/> Denied <input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="text-align: center; vertical-align: middle;">SES PAID STAMP</td> <td>Comments</td> </tr> <tr> <td>Date sent to Dean's Office:</td> <td>Adjudicator's signature:</td> <td>Date:</td> </tr> </table>	Date received:	Received by:	Adjudicator's decision: Approved <input type="checkbox"/> Denied <input type="checkbox"/>	SES PAID STAMP		Comments	Date sent to Dean's Office:	Adjudicator's signature:	Date:
Date received:	Received by:	Adjudicator's decision: Approved <input type="checkbox"/> Denied <input type="checkbox"/>							
SES PAID STAMP		Comments							
Date sent to Dean's Office:	Adjudicator's signature:	Date:							