



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](mailto:StudentEnrolmentServices@kpu.ca) 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>You are required to speak with your instructor(s) about your grade before you appeal. If, after speaking with the instructor, you still believe you have grounds for a grade appeal, you must appeal within 20 business days from the date the course grade was issued. You must attach a letter with your appeal including a rationale for having your work re-graded, a statement of your discussion with the instructor, and scanned copies of all course work.</p> <p>Your instructor must fill out the necessary information in Part II-B below. If additional information is required, your instructor(s) will be contacted by the Dean. A \$15 non-refundable appeal fee is required at the time of submission. As in-person services are currently suspended, please use our online payment options. Log in to Online Self-Service to make immediate payments under > <i>Student Menu</i> > <i>Student Accounts</i> > <i>Make a Payment</i>. Please ensure payment has been received by checking your account summary (View Tuition and Fees) before submitting your request. For assistance, you may contact Student Enrolment Services at studentinfo@kpu.ca or 604-599-2000 Monday-Friday, 9am-4pm.</p> <p>Note: a grade appeal may raise, lower, or leave the grade unchanged and that decision will be final. Please see Policy ST.3 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:</p> <input type="checkbox"/> Completed Grade Appeal Form <input type="checkbox"/> Letter including a rationale for having your work re-graded, including date and your signature <input type="checkbox"/> Statement of your discussion with the instructor <input type="checkbox"/> Copies of all course work <input type="checkbox"/> \$15 appeal fee

Part II A – Course you wish to be re-graded		
Course name and section	CRN	Date of informal resolution attempt

Part II B - To be completed by Instructor	
Comments	
Instructor name (print)	Instructor signature

Office Use Only			
Date received:	Received by:	Adjudicator's decision: Approved <input type="checkbox"/> Denied <input type="checkbox"/>	
SES PAID STAMP		Comments	
		Date logged:	Appeal no.
Date sent to Dean's Office:		Adjudicators signature:	Date: