

PLEASE READ CAREFULLY

Before filing a formal final grade appeal under [Final Grade Appeal Policy \(S.2018-01\)](#), students are requested to first contact your instructor to work through the informal stage of final grade appeals as set out under [Final Grade Appeal Procedure \(S.2018-01-01\)](#).

For a Final Grade Appeal application to be reviewed, the application must be deemed complete and must meet the criteria outlined in [the above-noted policy and procedure](#). It is the responsibility of the student to submit all required materials and clearly identify why an appeal is being requested.

Final grade appeal materials can be submitted by email to finalgradeappeals@capilano.ca noting "[Student name, Student number] - Final Grade Appeal Application" in the subject line, or dropped off in person at Registrar's office, Library Building LB152, North Vancouver Campus, or mailed to the North Vancouver campus, attention to Registrar's office.

As per [Student Email Policy \(E.602\)](#), Capilano University student email is the official email that is used in all correspondence with students. Once a request for a final grade appeal application is received by Registrar's office, a confirmation of receipt will be sent to the student by their Capilano University email.

Note: Students are responsible for recognizing that communications may be time sensitive, and are expected to check their CapU email account on a frequent and consistent basis.

APPLICATION CHECKLIST

A completed Final Grade Appeal Application, along with a Cover Letter, must be submitted no later than ten (10) business days after the end of term (December 31, April 30, or August 31) under the above-noted Procedure.

Complete all parts of the Final Grade Appeal Application form.

Cover Letter that includes:

- a. State the grounds for the appeal request
- b. Provide a statement of the desired outcome
- c. Provide any chronological timeline of events
- d. Provide a detailed explanation/reason for appealing the final grade
- e. Describe the steps taken and all attempts made to resolve the matter (e.g., include all correspondence, proof of steps taken under informal grade appeal stage, etc.)
- f. Include documentation of communication with university faculty or staff

Supporting Documentation

Provide original copies of supporting documentation (e.g., graded assignments, final examination, course outline, email correspondence between student and course instructor, etc.).

All documents attached must be named and referred to in your statement. The applicant must keep a copy of all that is submitted.

Upon the completion of the appeal process, the student may collect any submitted material from the Dean's Office.

Sign and date the Declaration and Consent (below)

DECLARATION AND CONSENT

By signing below, I confirm I have read and understand the process, expectations, and outcomes of my Appeal request and

- ✓ *I have read the policy and procedure on Final Grade Appeal.*
- ✓ *I have accurately represented my circumstances on this form and in my statement.*
- ✓ *I am aware university staff may verify my supporting documentation*
- ✓ *I understand that my course professor/instructor may be contacted to discuss my appeal, attendance and academic performance.*
- ✓ *I am aware that this request will be recorded on my confidential student file and may be consulted in consideration of other requests in, both current and in the future.*
- ✓ *I confirm my application is complete and understand it will be assessed as is.*

Student ID: _____ Student Signature: _____ Date: _____

HOW TO SUBMIT AN APPLICATION

Email your application package from your Capilano student email address to finalgradeappeals@capilano.ca with subject line: [Student name, Student number] - Final Grade Appeal Application

PART A – STUDENT INFORMATION

LEGAL LAST NAME/FAMILY NAME	LEGAL FIRST NAME	
STUDENT NUMBER	CAPU EMAIL	PHONE NUMBER
MAILING ADDRESS (NOTE: THIS ADDRESS WILL BE USED TO SEND MAIL TO THE APPLICANT AS NECESSARY)	CITY, PROVINCE/STATE, COUNTRY	POSTAL/ZIP CODE

PART B – COURSE INFORMATION

COURSE NAME AND NUMBER:
INSTRUCTOR NAME:
EXAMINATION DATE:
GRADE OBTAINED:

PART C – SUPPORTING DOCUMENTATION

Please check boxes:

- Cover Letter
- Graded assignments
- Final examination
- Course outline
- Other -Please specify (e.g. Email correspondence with instructor, etc.):

PART D – GROUNDS FOR THE APPEAL

Check **ONE** category for your appeal:

- Error in assessment, evaluation, and/or components of the course
- Perceived bias
- Evaluation not consistent with course outline
- Miscalculation of Mark or Grading System Error
- Mis-grading of Paper/Exam
- Perceived unfair process
- Other: _____ (specify)