



# GRADE APPEAL REQUEST

SASKATCHEWAN POLYTECHNIC  
Saskatoon Campus, Idylwyld Dr.

SASKATCHEWAN POLYTECHNIC  
Moose Jaw Campus

SASKATCHEWAN POLYTECHNIC  
Regina Campus

SASKATCHEWAN POLYTECHNIC  
Prince Albert Campus,  
Technical Building  
Fax 306-765-1838

Fax 306-659-4067

Fax 306-691-8578

Fax 306-775-7760

Students may appeal final grades, or grades for work that contributes to final grades, if they believe the evaluation criteria do not reflect the course learning outcomes, or that the criteria have been applied in an inconsistent or biased manner. Informal resolutions must be pursued before a formal grade appeal can be filed. Although maximum timelines are defined, every attempt shall be made to shorten the process. In complex cases, the appeal process may be extended by mutual consent of the appellant and the respondent. However, the formal review shall be initiated within the guideline below. If a grade appeal results in an upward adjustment of a grade, the grade appeal fee will be refunded.

Student Name	Sask Polytech ID No.	
Program Name	Exam/Assign. Being Appealed	
Course Code	Course Title	
Instructor	Date of Informal Appeal Step 1	Result
Program Head	Date of Informal Appeal Step 2	Result

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## INFORMAL APPEAL

**STEP 1:** In the event of a student-instructor disagreement related to the grade(s) on assignments, labs, quizzes, portfolios, exams or other similar course work, the student will approach the instructor within five (5) academic days of receipt of the grade. **The instructor will re-assess the grade and render a decision within five (5) academic days.**

**STEP 2:** In cases where an agreement **cannot** be reached, the student may present the issue to the program head **within five (5) academic days of the instructor's decision. The program head must re-assess the grade and render a decision within five (5) academic days.** (Timelines may be extended by mutual agreement. If an extension to timelines cannot be mutually agreed upon, the student may choose to file a formal grade appeal). In a case where the instructor is the program head, a re-assessment will be made by one or, if possible, two other Instructors in the same program. It is the responsibility of the program dean's office to select the instructor(s) when requested by the student.

*My signature below confirms that I have completed steps 1 and 2 as outlined herein and am filing a formal appeal:*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## FORMAL APPEAL

**STEP 3:** If the informal appeal process does not resolve the matter to the satisfaction of the student, **the student may file a formal grade appeal request using this form, within five (5) academic days of receipt of the program head's decision. Students should attach to this form a statement outlining the reasons for the appeal. The form must be submitted to Registration Services along with the grade appeal fee. Registration Services will immediately forward the appeal to the program dean.**

*My signature below confirms that I have received this form and the required fee (see current Tuition and Fees Policy 1214-G), and forwarded the form to the program dean:*

\_\_\_\_\_  
Registration Services Representative

\_\_\_\_\_  
Date

**STEP 4:** The **program dean** will re-assess the grade and **make a final decision within ten (10) academic days of Registration Services' receipt of the grade appeal and fee.** The dean will ensure that all relevant parties (student, instructor, program head, and Registration Services) are notified of the decision together with rationale for the decision by copy of this form. The program head will adjust the appealed grade, and the course grade if applicable.

Grade to Remain: \_\_\_\_\_

OR

Adjust Grade to: \_\_\_\_\_

Revised Final Course Grade (if applicable) \_\_\_\_\_

Rationale: \_\_\_\_\_

(Attach a separate piece of paper if required)

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

**STEP 5:** Final copy of Grade Appeal Request form is then forwarded to Registration Services. If applicable, the revised grade is entered on the official electronic student record and the grade appeal fee is refunded.

Dean's Office Copy to:  Student  Instructor  Program Head  Reg Services