

The appeal process is designed to allow students to formally challenge academic decisions. Most complaints if submitted as per policy would be addressed within 30 days. Submit by email to studentservices@keystonecollege.ca for tracking purpose.

Student ID	
Last Name	
First Name	
Email Id	
Contact No	

Grade Appeal Section/Information

As per policy you are required to speak with your instructor(s) about your grade within 14 days of the declaration of result before you appeal. If, after speaking with the instructor, you still believe you have grounds for a grade appeal, you must appeal within 7 business days from the date the instructor has address your query. 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 relevant course work.

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 SEA. A \$50 non-refundable appeal fee is required at the time of submission.

Note: a grade appeal may raise, lower, or leave the grade unchanged, and that decision will be final however, as per Keystone College policy if student achieved higher grade it will be assigned or original grade will be retained.

You must include in your appeal package:

- ☐ Completed Grade Appeal Form
- ☐ Letter of Statement and discussion with instructor
- ☐ \$50.00 appeal fee

Part I – course you wish to be re-graded

Course Name	
Course Result Date	
Course Instructor Name	

Part II – to be completed by instructor

Comments:	
Instructor Name :	Instructor Sign

Office Use Only

Date Received:

Received By:

Resolution: