

GRADUATE APPEAL REQUEST FORM

Complete the form by typing the information as required. Print the form, sign it, and submit to Graduate Programs, Administrative Assistant, Centre for Nursing and Health Studies via fax 780-675-6468 or scan and email to cnhsgrad@athabascau.ca

Name:	
Program:	AU Student ID:
E-mail Address:	
Mailing Address:	
I am appealing the following grade and I am submitting this appeal within 30 days of receiving notification of my grade as noted below:	
Course Name and Number:	
Name of Instructor:	
Name of Assignment:	
Date of Grade Notification:	
I understand that my assignment will be re-evaluated by another marker and my mark may be the same or lower or higher than the original grade. I understand that the 2 nd mark (as per the re-evaluation) is the final mark for my assignment and I accept the decision of the re-evaluation. I also understand that my final grade in the course will be based on the 2 nd mark received as a result of this appeal.	
I have discussed this with my Instructor (indicate Yes, or No):	
Description of substantive grounds attached (indicate Yes, or No):	
Signature	
Date:	

Do not send in any assignments.

NOTE: Upon receiving the Appeal Request form in the Centre for Nursing and Health Studies (CNHS) office, this request will be submitted to the Graduate Program Chair. If the request meets the requirement of having substantive grounds, the Graduate Program Chair will assign a 2nd marker. The 2nd marker has 30 working days to process the appeal request and re-evaluate the assignment. When the re-evaluation is completed, the final results will be forwarded by the Graduate Program Chair to the student and the CNHS office. An appeal of the assignment of grades on substantive grounds can be made when:

1. An appellant believes a grade to coursework was assigned on some basis other than academic achievement;
2. The published evaluation standards in the course syllabus differ from the evaluation standards applied to the assigned grade;
3. The evaluation standards applied to the assignment of the grade are unreasonable or differ from the evaluation standards described in the student manual for the course.

 The personal information collected on this form will be used for the purposes of processing the appeal request. This information is collected under the authority of section 33© of the Alberta Freedom of Information and Protection of Privacy Act. © Copyright 2006 Athabasca University

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Date Received in CNHS	Name of 2 nd Marker	Forwarded on this Date	
%	%	% Letter Grade	% Letter Grade
Original Assignment Grade	Revised Assignment Grade	If applicable Original Final Grade	If applicable Revised Final Grade
Date	Authorized Signature		