



COLLÈGE CENTENNIAL CENTENNIAL COLLEGE

Request for a Grade Review

Last updated May 25, 2023

As per the IPESA, Section 2.17,

“The Grade Appeal process excludes all cases of cheating and plagiarism.

A student has the right to contest a grade during the semester. First, a student who wishes to contest a grade must discuss the issue with the teacher within five (5) school days of receiving their graded evaluation, as per Omnivox. In most cases, the situation can be handled at this level with the student receiving a more complete explanation for the grade or a change in the grade. If the grade is not changed and the student still perceives the evaluation to be unfair, the student has recourse to the following process:

- The student will complete the Request for a Grade Review Form and submit it to the Dean of Students within one (1) school day of having met with the teacher.
- The Dean of Students sends the grade review request to the Academic Dean who assesses the merit of the request using the evaluation rubric. When there are grounds for further investigation, a panel of three (3) teachers is formed, excluding the teacher of the course in question which can, however be consulted as needed. A decision is rendered by the panel and the outcome could increase, decrease or maintain the originally assigned grade. Final decisions will be communicated to both the teacher and the student.
- On the basis of the investigation, the review panel will recommend to the teacher concerned that the assigned grade remains the same, be raised or be lowered. This will be done in writing within fourteen (14) school days of the receipt of the grade appeal request. A copy is provided to the student.”

Please fill out the form below:

Student's name & Student ID		% of evaluation	
Course		Grade received	
Teacher's name			
Date of evaluation			



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What are the reasons for considering the assigned grade as unfair? What elements/aspects of your grade do you wish to contest? (*Justify with appropriate examples and **attach evaluation instructions and rubric***)

Indicate the date that you met with your teacher. What was the outcome?

Submit this form to: Dean of Students

Student Signature: _____

Dean of Students Signature: _____

Date: _____



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Final Decision Regarding Grade Review

Date:

Re: Grade review for _____ (student name) in _____
(course name, code and section)

Dear _____,

On _____ (date), you requested a grade review for
_____ (evaluation) in _____ (course) worth
_____ (percentage) of your final grade. Your request for an appeal has been reviewed.
Information has been collected and your appeal was _____ (accepted or
denied) based on the reasons outlined below:

i.

ii.

iii.

iv.

Please note that all grade appeals are final.

The revised grade for the evaluation is _____.

We look forward to a positive collaboration this semester to ensure your success in all your courses.

Regards,

Dean of Students