



# Final Grade Appeal Form

POLICY 322 – APPEAL OF FINAL GRADE

**Broadway campus**  
1155 East Broadway, Vancouver, B.C. V5T 4V5

**Downtown campus**  
250 West Pender St., Vancouver, B.C. V6B 1S9

p: 604.871.7000, option 8  
f: 604.443.8450  
e: records@vcc.ca

**VCC.CA**

Submit your Final Grade Appeal form and all supporting documents to the Registrar’s Office via Email to [records@vcc.ca](mailto:records@vcc.ca) or submit in person to the Registrar’s Office at any VCC campus.

Keep a copy of all documents that you submit. Your original will be date stamped.

## Instructions for Students

### DO NOT use this form unless you are:

Appealing a final grade that has been assigned for a particular course. If you are dissatisfied with a particular grade assigned for a test, assignment, or any single evaluative instrument, please consult with all or any of the following individuals:

- Instructor who has assigned the grade
- Department Leader/Coordinator of the program
- Students’ Union of VCC ([suvcc.ca](http://suvcc.ca))

Read the Policy and Procedures for 322 Appeal of Final Grade (available online at [www.vcc.ca](http://www.vcc.ca)) and consult with a Students’ Union of Vancouver Community College (SUVCC) Student Advocate. Nothing in this form overrides written policy and procedures.

It is **strongly** recommended that you use the services of the SUVCC Student Advocate to prepare for your appeal.

### Appeals

1. The Final Grade Appeal form must be completed in its entirety and returned to the Registrar’s Office along with the required fee of \$42, which is refundable if appeal is successful.
2. You are required to file an appeal within ten (10) business days from the date that the grade is posted on myVCC. Appeal requests received after ten (10) business days may be considered at the sole discretion of the Dean. The student must accompany this form with a written explanation of valid reasons why an extension to the deadline is warranted.
3. The Dean will determine whether there are sufficient grounds to proceed with an appeal.
4. If grounds for your appeal are established, you will be contacted by the Dean’s Office for a meeting and provided with information about the process and next steps of your appeal. All questions about your appeal should be directed to the Dean and/or discussed with your SUVCC Student Advocate.
5. If grounds for your appeal are not established, you will be notified and provided with a rationale by the Dean. Contact your SUVCC Student Advocate about how to proceed with a potential petition of the Dean’s decision not to proceed with your Final Grade Appeal through an appeal to Education Council on Academic Matters (see Policy 321).

## Checklist

When submitting your Final Grade Appeal form, please include:

- \$42 fee
- Completed form
- Supporting documents for sections 3 and 4
- Signature on page 3





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## 4. What is your desired outcome or resolution?

(e.g., grade recalculation, additional attempt at a specific test, higher grade, etc.)

.....  
.....  
.....

## 5. Additional Supporting Documentation / Evidence / Information

I have additional documents / evidence / information to be considered for my appeal.     Yes     No

If yes, please attach a copy to this form.

## 6. Student Signature

Total number of pages submitted (including this form): .....

Student's signature

Date (DD/MM/YYYY)

## Administrative use only

.....  
Processed by

.....  
Date processed



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## Appeal Outcome (FOR OFFICE USE ONLY, DEAN'S OFFICE)

A formal review of the student's appeal was conducted in accordance with the VCC 322 Appeal of Final Grade Policy. The decision of the Dean is as follows:

### Initial decision to review the appeal request:

- Appeal request allowed to proceed
- Appeal request review denied (e.g., insufficient merit; appeal request submitted too late; etc.)

### Appeal of final grade Dean's decision:

- Grade changed – increased
- Grade changed – decreased
- Grade unchanged – remains the same
- Other action taken: .....

Date of decision: .....

- Rationale attached
- Student notified

.....  
Name of Dean School

.....  
Signature of Dean Date