

Final Grade Appeal Student Form and Checklist

PLEASE READ CAREFULLY BEFORE PROCEEDING

The University allows for the appeal of final grades by students in graded courses who have cause to appeal, as set out in the Final Grade Policy, Regulations and Procedures. A final grade appeal may be submitted if a student has material evidence to show that an inappropriate final grade has been assigned.

Students may not appeal marks for individual items of work inclusive of examinations quizzes, projects, assignments, practicums, or field work assessments, however, the grading of individual course components may be addressed in the rationale for an appeal of the final grade where students have concerns about a mark for an individual item of work, they are encouraged to discuss the matter with their instructor and to document the reason for concern.

UFV recognizes the right of a student to appeal a final grade on the following grounds:

- i. Alleged failure by the instructor to follow the evaluation profile, grade assignment and operational details as stated in the course syllabus and/or instructions for assignments, examinations, or projects. Students must be notified in writing or electronically of any changes to the distributed course syllabus or to the instructions for individual components.
- ii. Alleged failure of the instructor to apply the evaluation criteria to the student in a reasonable manner, consistent with other students in the class.
- iii. Alleged failure by the instructor or departments/divisions to follow approved and relevant university, faculty, department, or school policies and procedures.
- iv. Alleged failure of the instructor to adequately consider and provide reasonable accommodations in response to documented extenuating circumstances that prevented or delayed a student from completing or submitting one or more components of the course.

HOW TO PREPARE A FINAL GRADE APPEAL

- Read the Final Grade appeal policy and associated procedures at ufv.ca/secretariat/policies/.
- Make sure you are aware of the deadlines.
- The appeal should be written much like you would a paper for a class. Begin with the purpose of your appeal, develop your argument, and link your reason for appealing directly to the evidence you are providing, end with a concluding summary, adding any final remarks that will be important for the Committee to know.
- Submitting an appeal is a formal matter and is taken very seriously. It will be better received if you take time to thoughtfully prepare your submission, which should be typed and free of spelling and grammar mistakes.
- Present the facts and be specific about what you are requesting. Avoid dramatizing the situation.
- Do not introduce information that has no connection to the main reasoning in your appeal.
- An appeal is not used to request leniency or to promise not to do something again.
- Keep a copy of your submission and the supporting documents you submit.

HOW TO COMPLETE A PDF FORM

- Go to the Forms page and select the form you need to complete.
- Select the gear icon in the top-right corner, then select Download and save it to your local computer drive.
- Fill out the required fields in the form.
- Using "save as" name the completed form to identify it, for example your ID number and what the document is for
- Send the completed PDF file to Regappeals@ufv.ca an attachment.



Final Grade Appeal Form

Name:		Date:	
Student ID:			
Phone:			
UFV Email:			

Please note correspondence regarding this appeal will only be sent to your UFV student email address.

Signature: _____

Course name and number:		Final Grade Received:	
Course term:		Year:	Section:
Instructor:		Date grade discussed with Instructor:	

Why are you seeking an appeal?

Please be as specific as possible. Additional information may be attached. Refer to the guidance on page 1 of this form.

Clearly state your grounds for appeal, referring to the five grounds listed on page 2 of the Final Grades Appeal policy (217).

Please provide the breakdown of all grade components of the course. (e.g., assignment 1, 25/25, mid-term 15/25, final exam, 35/50)

Please describe why you chose the particular grounds) for appeal and how your evidence supports your argument. Please accurately label and include the copies of all evidence.



Once you have completed the form, please SIGN and SUBMIT to the Appeals Assistant, Office of the Registrar, Email Address: Regappeals@ufv.ca or drop off at the Registrar's Office at the Abbotsford or Chilliwack campus.

OFFICE USE ONLY		
Dean/Responsible Administrator		
<input type="checkbox"/>	Informal Resolution reached	
<input type="checkbox"/>	Referred to Final Grade Appeal Committee - Notify student of next steps	
<input type="checkbox"/>		
Decision:		
Dean/ Administrator Name:	Dean/ Administrator Signature:	Date (DD/MM/YY):
Grade Appeal Committee Decision (If Applicable)		
<input type="checkbox"/>	Approved for Grade Change	
<input type="checkbox"/>	Grade Change Denied	
NOTES:		

Final Grade Appeal, revised December 2023