
INSTRUCTIONS:

Complete the application for *Appeal of Final Results* form (see reverse). A student who has reason to question their final grade may seek clarification and, where appropriate, redress as follows:

1. Within 14 days of the issue of final results, the student shall confer with the instructor, informing the instructor of questions concerning the grade, in order to understand the procedures the instructor has used in determining the grade. The aim is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, to the grade. If the instructor cannot be contacted, the Academic Director shall designate an appropriate nominee to act on behalf of the instructor.
2. If, after consultation with the instructor, the student believes that a grade remains questionable, the student shall confer with the Academic Director, who shall consult and advise both the instructor and student in an effort to reach an understanding and resolution of the matter.
3. If steps 1 or 2 do not resolve the issue, the student may request a formal review. This application for formal review must be submitted through the Academic Director before the end of Week 2 of the new semester. The application must include communications from steps 1 and 2.
4. The Academic Director will arrange for the final examination paper and all component marks to be reviewed and collated by another qualified academic staff member (or designate). Final papers will be remarked where appropriate. Following the review and/or remarking, the independent staff member will confer with the Academic Director. The student's final grade will either remain the same or be adjusted upwards or downwards, accordingly. There is a \$50 charge for this process, which can be refunded if a significant change to the assessment is to be made.
5. This grade is now final with no other avenues for appeal open to the student. Notification of the appealed result will be in writing through the student's online portal and their current email address.

Students are invited to seek the advice of the Student Advisor for more information regarding the appeal process or for assistance in completing this form.

IMPORTANT NOTE:

If this is your final course(s) required for graduation, delays caused by this Appeal may result in SFU's refusal to accept you, if you fail to meet their closing date for enrolment.

FIC takes no responsibility if SFU (or your ongoing Institution) refuses to enrol you because you failed to notify them of pending results.

For more information, please contact the Academic Director.



APPLICATION FORM FOR APPEAL OF FINAL RESULTS

(To be completed before seeking an appeal against a final result)

SURNAME: _____ STUDENT #: _____
OTHER NAMES: _____
TELEPHONE: _____ EMAIL: _____
COURSE: _____ COURSE CODE: _____
GRADE: _____

PROCEDURE FOR INFORMAL APPEAL

Make an appointment to see the instructor within 14 days of the issue of final results to discuss and review your marks in an attempt to informally resolve the issue.

Reasons for an informal appeal are limited but may include:

1. The weighting of an assessment task has been changed or the assessment procedures do not match what was originally stated in the course outline
2. There is reason to believe that the grade is due to administrative error/miscalculation
3. Other (please specify): _____

OUTCOME OF INFORMAL APPEAL

Your dispute concerning this assessment has / has not (*circle appropriate*) been resolved with the instructor and the amended final result (if applicable) has been entered in the space provided. Both you and the instructor attest to this by signing below:

FINAL RESULT: _____

REASONS FOR AMENDING / NOT AMENDING (*circle appropriate*)

FINAL RESULT: _____

Instructor's Name & Signature

Date

Student's Signature

Date



PROCEDURE FOR SUBMISSION OF A FORMAL APPEAL

If after consultation with the instructor you are unable to resolve your dispute via the informal appeal process (previous page), you may speak with the Academic Director, who will attempt to resolve the issue by discussing the matter with both you and the lecturer. If your result remains in dispute, you may now request a formal review.

Make an appointment to see the Academic Director and bring this signed form with you stating that the informal process was unable to resolve your dispute. This application must be made before the end of Week 2 of the new semester.

The Academic Director will arrange for an independent staff member to review all components of the assessment and make a recommendation. This recommendation will be final and no other avenues of appeal will be open to you. Your final grade will either remain the same or be adjusted upwards or downwards, as appropriate.

OUTCOME OF FORMAL APPEAL

FINAL RESULT: _____

REASONS FOR AMENDING / NOT AMENDING (*circle appropriate*)

FINAL RESULT:

Reviewer's Signature

Date

Academic Director's Signature

Date

OFFICE USE ONLY:

Final Grade: _____

Approved By: _____

Database Adjusted By: _____

Date: _____