NAIT
OFFICE OF THE REGISTRAR

Office of the Registrar
11762 106 Street NW, Suite 1000
Edmonton, Alberta T5G 3H1
Phone: 780.471.6248 Toll Free: 877.333.6248
Fax: 780.471.8490

GRADE REAPPRAISAL FORM

IMPORTANT TIMELINES: For **Phase 1,** submit your Grade Reappraisal package to the Program Leader **within seven (7) business days** of the final grade posting date. If you wish to appeal the Phase 1 decision, submit your **Phase 2** package to the Office of the Registrar within three (3) business days of the written decision.

Before submitting this form, please review **section 3.2** of the AD 2.5 Academic Progression Appeals Procedure (pdf) to understand the two stages of the **Grade Reappraisal** process:

- **Phase 1:** Submit a completed Grade Reappraisal Form, along with any supporting documentation, to your program leader within the required timeline.
- **Phase 2**: If dissatisfied with the Phase 1 decision, you may submit a complete grade appeal package to the Office of the Registrar within three (3) business days of receiving the written decision.
- **Important:** All appeals must be supported by relevant evidence and may result in the grade being increased, decreased, or remaining unchanged.

All appeal-related communications will be sent to the email address listed in your MyNAIT profile. Please ensure your contact information is up to date.

PART 1 — COMPLETED BY STUDENT

Student Full Name: (Last, First)	Student ID Number:	Program:
Phone Number:	**Email:**	

Which grade are you appealing?

❑ A specific assignment. Please specify: _____

❑ The entire course grade (all grades in the course will be reviewed)

Grade Reappraisal Phase

Select the phase that applies to your request:

❑ **Phase 1 – Appeal to the Program**: *This is your initial grade reappraisal package for this course.*

❑ **Phase 2* – Appeal to the School:** *If you're dissatisfied with the program leader's decision from Phase 1, you may initiate phase 2 within the required timeline.*

***IMPORTANT:** Phase 2 requests may only be submitted after a completed Phase 1 which includes a written program decision.*

Course Code (e.g. ECON1110)	Instructor's Name:

Grounds for Appeal:

To submit a grade reappraisal, you must identify the reason for your appeal. Please select the ground(s) that apply:

❑ **Procedural error:** A NAIT policy and procedure has been violated or misapplied.

❑ **Merit of Work**: The academic decision does not accurately reflect your performance

❑ **New Information**: New and relevant information has arisen that could not have been presented earlier and the information may affect the decision being appealed.

❑ **Course management**: A significant departure from the course outline provided at the outset of the semester has impacted your ability to meet the course outcomes.

Required Supporting Documents

Please gather and submit applicable supporting documents. Please check off the documents that you're submitting below:

❑ A copy of the written components to be re-evaluated OR ❑The written components are being held in the program area
❑ A copy of the relevant NAIT policy and procedure
❑ A copy of the course outline
❑ A copy of the grading rubrics
❑ Any written communications between you, the instructor and/or the program leader on matters related to the appeal
❑ A copy of the program leader's Phase 1 appeal decision *(only applicable for Phase 2 appeals)*
❑ Other, please specify:

Detailed Explanation

In the space below, please provide a **detailed explanation** of the reason for your appeal. See below guidelines on what to include depending on the ground(s) for your appeal.

- **Procedural error**: Reference the relevant policy and procedure and explain how they were violated or misapplied.
- **Merit of Work**: Reference the grading rubrics and explain how the grade does not accurately reflect your performance in the program or the course.
- **New Information**: Share the new information, explain why the information could not have been presented earlier and how the new information may affect the decision.
- **Course management**: Reference a copy of the course outline and any evidence that the instructor has deviated significantly from the outline. Explain how this has impacted your ability to meet the course learning outcomes.

NEXT STEPS – STUDENT:

- For **Phase 1**, submit the completed package to your program leader **within 7 business days** from the date the final grade was posted.
- For **Phase 2**, submit a complete appeal package to the Office of the Registrar via the Student Service Centre contact form **within 3 days** of written decision.
    - If you proceed with Phase 2, a $100 grade reappraisal fee applies. The fee will be posted to your MyNAIT portal within two (2) business days of receiving your complete appeal package. Payment is due within **two (2) business days** of posting. Appeals will be cancelled if the fee is not paid by the deadline.

Student Signature: _____ Date: _____
MM/DD/YY

PART 2 — COMPLETED BY PROGRAM LEADER (Phase 1) or ASSOCIATE DEAN/DIRECTOR (Phase 2)

For Phase 1, please provide a written response to the student after receiving the appeal request **within 5 business days,** as outlined in section 3.2.8 of the AD 2.5 Academic Progression Appeals Procedure.

For Phase 2, the associate dean/director or designate will notify the student and the Office of the Registrar of the decision **within 15 business days** from receipt of the appeal.

GRADE REAPPRAISAL DECISION
Program's Grade Reappraisal Decision: ❑ Approved ❑ Denied
Decision Rationale *Within the space below, please provide detailed rationale of the grade reappraisal decision:*

OFFICE USE ONLY:

Grade Reappraisal Decision: ❑ No Change ❑ Revised Grade _____

Program Leader Name: _____

Program Leader's Signature: _____ Date: _____
MM/DD/YY

For Phase 2 only:

Associate Dean's Name: _____

Associate Dean's Signature: _____ Date: _____
MM/DD/YY

Protection of Privacy: Your personal information is collected by NAIT pursuant to its authority under the Post-Secondary Learning Act (Alberta) and in accordance with Section 4(c) of the Protection of Privacy Act (Alberta) (POPA). NAIT will protect personal information in accordance with Section 10 of POPA. Pursuant to Sections 12 and 13 of POPA, personal information will be used and disclosed for the purposes of this form. Note that NAIT uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included for use in these automated systems. Please note that the collected personal information may be transmitted to or stored on servers outside of Canada, and that NAIT cannot guarantee protection against disclosures because of foreign laws. Should you require further information about collection, use, and disclosure of your personal information, please contact Office of the Registrar at 780.471.6248 or toll-free at 1.877.333.6248.