

INTERNAL USE ONLY
Date Received: _____
Received by: _____

LEARNER APPEAL REQUEST

All Bow Valley College learners have access to a fair appeals process regarding both academic and non-academic decisions of Bow Valley College as set out by the College's [Learner Appeal Policy](#)

Should you require assistance, please feel free to contact the Office of the Registrar & Enrolment Services by email registrar@bowvalleycollege.ca or visit our front counter in South Campus. We will respond to your appeal through email so please make sure to check your email regularly.

Where to Submit Your Appeal

Grade Appeal: Submit your grade appeal to the office of the School, Centre or department for your program or course.

Grade procedures are located at [Grade Appeal Procedures](#)

- If you are appealing a mark or grade on an assignment or test, your appeal request must be submitted **within five (5) business days** of receiving the grade.
- If you are appealing a Final Grade, it must be submitted **within one month** after a final grade is made available for a course.

Withdrawal and Other Appeals: Submit your appeal to the Office of the Registrar by email to registrar@bowvalleycollege.ca or in person at the front counter of the Office of the Registrar on the 1st floor of South Campus.

An appeal must be submitted **within one month** of when the decision being appealed was made.

General procedures are located at [General Learner Appeal Procedures](#)

How to Submit Your Appeal

The information you provide on this form must be typewritten or word-processed. Handwritten information is *not accepted*.

Learner Information

First Name		Last Name	
Student ID#			
Phone			
Email			
Address			
Program Name			
School/Centre			

Type of Appeal

Please check the type of appeal that you are requesting. Select only one.

Grade Appeal: This is an appeal of a final grade in a course or a mark given on a test or assignment.

1. Course Code _____ Course Name _____

2. Select only one:

Mark on test or assignment Name _____

Or

Final Course Grade

Withdrawal Appeal: This is an appeal for being withdrawn from a program or a course.

1. Name of program or course from which you were withdrawn:

Course Code _____ Course Name _____

2. Why were you withdrawn from the program or course?

Other Appeal: This is an appeal of another type of significant decision or action made by the college about you. What decision or action are you appealing?

Required Information

1. **State the Reason(s) for Your Appeal:** Tell us why you think the mark, withdrawal or other decision/action should be changed.

2. **Desired Outcome:** Tell us what you would like to see as the outcome of your appeal.

3. **Action Taken to Date:** What steps have you already taken to try to get the outcome you want? Please give the names any instructor, program coordinator, or dean that you have already spoken to about getting the outcome you want and the date when you spoke to them. *Names are required.*

4. **Supporting Information and Documents:** Please attach any documents, emails or other information that support your appeal.

Signature

Student Signature
(Signature not required if submitted from myBVC email)

Date
(Month/ Day/ Year)

FREEDOM OF INFORMATION AND PRIVACY ACT
This information (including any documentation that you have submitted with this form) is being collected under the authority of Section 33 (C) of the Freedom of Information and Protection of Privacy (FOIP) Act. This information and all relevant documents to the appeal hearing will be provided to the professor(s) who assigned the grade or made the decision under appeal. This information is protected by the privacy provision of the FOIP Act. If you have any question about this information collecting, please contact Bow Valley College Student Affairs Office at (403) 410 – 1723, or toll free within Alberta at 1-881-428-2669, extension 1723.