

## REQUEST FOR GRADE REVIEW

The grade review process ensures that the student's grade reflects the quality of the work submitted. In the case of a dispute, *"as a first step, the student should seek to resolve the problem directly with the teacher. If a student is reluctant to address the issue with the teacher, or has concerns with the outcome of this step, the student may seek resolution with the Department Chair."* (ISEP 2019, p.46). If the matter is not resolved, the student has the right to submit a grade review request to the Dean. The Dean shall review the written request, establish its merit and, if warranted, forward it to a grade review committee. **It is the student's responsibility to present his/her case with supporting evidence to the Dean.**

**The outcome of the grade review can increase, decrease or maintain the originally assigned grade.**

The procedure is described in the Institutional Student Evaluation Policy (ISEP) booklet (Appendix VII), available on the [College website](#).

It is important to understand that when appealing an evaluation, a sub-committee of the department reviews the assessment and revises the student's grade if appropriate. This sub-committee is composed of 3 teachers including the teacher responsible for the original evaluation. The decision of the sub-committee is final.

**Please note that any documents provided with this request will be available to all members of the grade review committee.**

Please fill out the form below: use the **TAB-key** to advance to the next section, use the **ENTER** key to add additional lines. When complete, please save the form to your computer and send the file as an attachment to [gradereviewrequest@dawsoncollege.qc.ca](mailto:gradereviewrequest@dawsoncollege.qc.ca).

NAME				DATE			
ADDRESS				STUDENT #			
				HOME TEL #			
E-MAIL ADDRESS				MOBILE TEL #			
COURSE NAME							
COURSE #		SECTION #		SEMESTER (Fall, Winter or Summer)		YEAR	
TEACHER'S NAME				GRADE REC'D	%		
SIGNATURE	(a signature is not required if this document is e-mailed as an attachment)			<input type="checkbox"/> I request that the Ombudsperson be copied on all communications I receive regarding this Request for Grade Review.			

**Please explain why you believe you were graded unfairly.**

(Justify with appropriate examples. Please attach pages as necessary.)

**Have you attempted to resolve the problem with your teacher?**

(This is the first step. If the answer is “yes”, explain why the outcome was unsatisfactory. If the answer is “no”, explain why this was not attempted.)

yes  
 no

**Have you attempted to resolve the problem with the Department Chair?**

(This is the second step. If the answer is “yes”, explain why the outcome was unsatisfactory. If the answer is “no”, explain why this was not attempted.)

yes  
 no

At any time, you may contact the *College Ombudsperson* to solicit help in understanding processes and procedures. The [Ombudsperson](#) can be reached [online](#) or by e-mail: [ombudsperson@dawsoncollege.qc.ca](mailto:ombudsperson@dawsoncollege.qc.ca)

Submit this form as an e-mail attachment to: [gradereviewrequest@dawsoncollege.qc.ca](mailto:gradereviewrequest@dawsoncollege.qc.ca)

OR

Submit this form in person to:

**Room 3H.3** for courses in the **Creative & Applied Arts (CAAA)** sector

**Room 6B.19** for courses in the **Science, Medical Studies & Engineering (SMSE)** sector

**Room 5D.31** for courses in the **Social Science & Business Technologies (SSBT)** sector