

Attachment A

**Mohawk College of Applied Arts and Technology
Level 1 Academic Appeal Form**

Request for Review of Final Grade [Level 1]

Name of Student: _____ Student No. _____

Name of Course for which you are requesting the grade review _____

Course Number” _____ Program Name: _____

What outcome are you expecting as the result of this review? :

Please explain why you believe your final grade in the above course should be reviewed, and why your expectations about a change in grade are reasonable. *Please note – complete this section carefully. The documentation you provide here will be used for both Level I and Level II of the Appeals process .if you decide to advance your appeal beyond this informal stage.*

Outcome of the Level 1 Appeal

Has the issue been resolved? Yes No

- The final grade will be changed to:
- The designation "I – Incomplete" has been assigned. The student is responsible for completing the following additional work by _____

- The final grade will not be changed.
- We wish to pursue mediation as an additional step in resolving this issue.
- We do not wish to pursue mediation.

Your signatures below are intended as acknowledgement of the results of this Level 1 Appeal:

Student Signature

Date

Faculty Signature

Date

Results of the Mediation Session (If Requested)

Has the issue been resolved? Yes No

- The final grade will be changed to:
- The designation "I – Incomplete" has been assigned. The student is responsible for completing the following additional work by _____

The final grade will not be changed.

Your signatures below acknowledge the results of the mediation session:

Student Signature

Date

Faculty Signature

Date