



Lambton College in Toronto
at Cestar College

T +1-416-485-2098
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Lambton College in Mississauga
at Queen's College

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121 Brunel Road
Mississauga ON, L4Z 3E9
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Appeal of an Academic Decision – Appendix 1

Instructor/Student Meeting Confirmation Form

A student may disagree with a final grade following his/her completion of course work, a test or a course. It is within the right of each student to request a clarification meeting to review the tangible course work, and final grade achieved, with the course Instructor. These meetings must be arranged with the Instructor via email (firstname.lastname@cestarcollege.com or teacherfirstnamelastnameinitial@queenscollege.ca) and must be completed within 10 business days of the date the grades were posted to students.

This form will document the initial, informal grade review meeting between Instructor and student, and will be requested from the Instructor in the event of a formal Grade Appeal. Please ensure this form is completed and dually signed at the time of the informal meeting. A copy of this form should be retained by both the student and the instructor.

A student and his/her Instructor will meet at a mutually convenient time, where a student may bring any questions or concerns regarding the grading of tangible course work, including how the grade was calculated. It is a violation of the Student Code of Conduct for any student to request unearned grades in order to “pass” a course or achieve a higher grade, for any reason. These meetings may only occur for the purpose of a review of earned and tangible course work.

Following this meeting, should a student believe that an issue remains unresolved, he/she may proceed to the next stage of the Grade Appeals process. Please refer to the Appeal of an Academic Decision Policy for clarification. A copy of the policy is available at the reception desk at your local school or available online at: [Lambton in Mississauga Student Policies](#) or [Lambton in Toronto Student Policies](#).



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Instructor/Student Meeting Confirmation Form

Date of Meeting:	
First Name:	Last Name:
Student Number:	Course Code:
Instructor:	
Explanation of Appeal and Recommendation/Resolution:	

Student Signature:	Date:
Instructor Signature:	Date: