

**Secondary Appeal – Board of Examiners’ Response Form**

A *Secondary Appeal – Board of Examiners’ Response Form* is to be completed by the Board of Examiners’ member assigned by the Associate Dean of Academic Affairs to review a student’s submission of a *Secondary Appeal Form* as per the terms of the *GLA Grade Appeal Policy*. The response should include the Board of Examiner’s member’s evaluation of the student’s appeal, and should make reference to all relevant information considered by the Associate Dean in reaching that decision. The form should be delivered to the Associate Dean of Academic Affairs.

**Instructor Name:****Course:****Student Name:****Student Number:****Date of Student Appeal:****Date of Initial Appeal:****Date of Instructor’s Response:****Date of Secondary Appeal:****Description of student’s appeal and justification of final decision:****Signature:****Date:**