

APPLICATION FOR APPEAL OF ASSIGNED FINAL GRADE INFORMATION for STUDENTS

If a student has good reason to believe a mistake has been made in the assessment of their final grade, an appeal of the assigned grade may be made following the posting of grades on Aurora.

Procedures outlined in this document are governed by the University of Manitoba's General Academic Regulations and Requirements, and the University Examination Regulations Policy.

FEE:

A fee is charged for each appealed grade; this will be refunded for any grade which is changed. It should be noted that an appealed grade may not be lowered.

TYPE OF APPEAL:

TYPE	GRADE AWARDED BASED ON	APPEAL EVALUATION
A.	Grade was awarded <u>on the basis of an examination only.</u>	The examination will be re-evaluated.
B.	Grade was awarded <u>on the basis of an examination in combination with term work.*</u>	The examination will be re-evaluated and the mark will be re-calculated.
C.	Grade was awarded <u>on the basis of term work only.*</u>	The mark will be re-calculated.
<p>*Note: In instances where term work has not been returned to students before the last day of classes, that term work shall also be re-evaluated.</p>		

PROCESS:

- Normally the re-evaluation of a grade shall be undertaken by the instructor(s) responsible for the particular course in consultation with at least one other instructor – in the same or related subject area – who shall independently assess the script and/or other relevant materials.
- Departments are required to notify the Registrar's Office of the result of an appeal within 30 days of the application deadline. In the event that this deadline cannot be met, the department must notify the Registrar's Office with the reasons for the delay. In no case shall an appeal be delayed longer than 60 days.

CALCULATION OF DEADLINES TO APPEAL A FINAL GRADE:

A specific deadline is included on the front of this form; this deadline is based on the term in which the course was offered. Final grade appeal deadlines will not be extended for students who are unable to view their final grades in Aurora because they are "On Hold".

- **Fall Term:** Fifteen (15) working days from when the University reopens in January.
- **Winter Term:** Fifteen (15) working days after Victoria Day (includes Fall/Winter spanned courses).
- **Summer Term:** Thirty (30) working days following the end of the applicable exam period.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of initiating a review of your final grade. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.