

THE UNIVERSITY OF MANITOBA

REGISTRAR'S OFFICE
WINNIPEG, MANITOBA, CANADA R3T 2N2
APPLICATION FOR APPEAL OF ASSIGNED FINAL GRADE

FINAL DATE FOR ACCEPTANCE OF THIS APPLICATION: July 25, 2011

1. THIS SECTION IS TO BE COMPLETED BY THE STUDENT ** For Summer May/June Day exams written June 23 and June 24 **

THE COURSE WHICH IS BEING APPEALED, ENDED IN			
Fall Term 20 _____	Winter Term 20 _____	Summer Session 20 _____	Correspondence <input type="checkbox"/>

FACULTY	PROGRAM	MAJOR	STUDENT NUMBER				
STUDENT'S SURNAME	GIVEN NAMES						
CURRENT ADDRESS	PHONE NUMBER						
CITY OR TOWN	PROVINCE	POSTAL CODE					
SUBJECT CODE	COURSE NUMBER	SECTION	CRN	COURSE NAME	NAME OF INSTRUCTOR	GRADE	CONFIRMED

MY REASON FOR MAKING THIS APPEAL IS: (BE SPECIFIC)

I have read and understood the \$35.00 instructions and have enclosed for the required fee. (to be paid at Cashiers Office - 138 University Centre) _____ DAY / MO / YR _____ SIGNATURE

2. AFTER COMPLETING SECTION 1, SUBMIT THIS FORM TO REGISTRAR'S OFFICE PRIOR TO THE "FINAL DATE FOR ACCEPTANCE."

3. THIS SECTION IS TO BE COMPLETED BY DEPARTMENT HEAD/DEAN OR DIRECTOR OFFERING THE COURSE

ASSIGNED GRADE: _____ NOT CHANGED OR CHANGED TO: _____

This appeal was considered under Appeal Type: A B C (SEE REVERSE FOR DESCRIPTION)

* COURSE INSTRUCTOR'S SIGNATURE: _____ DATE: _____

* CONSULTANT'S SIGNATURE: _____ DATE: _____

* DEPARTMENT HEAD'S SIGNATURE: _____ DATE: _____

COMMENTS: _____

4. IF THE ASSIGNED GRADE IS CHANGED THIS SECTION IS TO BE COMPLETED BY DEAN OR DIRECTOR OF STUDENT'S FACULTY OR SCHOOL

THE SESSIONAL ASSESSMENT: DOES NOT CHANGE OR CHANGES TO _____

THE STUDENT NOW QUALIFIES FOR: DEAN'S HONOUR LIST? YES NO GRADUATION? YES NO

FIRST CLASS HONOURS? YES NO WITH DISTINCTION? YES NO

COMMENTS: _____

DATE _____ / _____ / _____ SIGNATURE _____

DAY MONTH YEAR

5. RETURN TO REGISTRAR'S OFFICE

**THE UNIVERSITY OF MANITOBA
REGISTRAR'S OFFICE
APPLICATION FOR APPEAL OF ASSIGNED FINAL GRADE / INFORMATION, REGULATIONS AND PROCEDURES**

The following contains important and pertinent information of which you should be aware as you complete the Application for Appeal of Assigned Final Grade Form. Please complete the appeal form as required to allow your appeal to be processed in the most efficient manner.

1. Deadline

Please refer to the Undergraduate or Graduate Calendar, Academic Schedule or General Academic Regulations and Requirements, Section 5, Appeals of Grades..

2. Process

The process for review of your work by the department and the time allowed for the department to consider appeals are outlined in the following regulations.

3. Type of Appeal

- A. If the grade being appealed was awarded on the basis of an examination only, the entire script will be re-evaluated.
- B. If the grade being appealed was awarded on the basis of an examination in combination with term work, the examination script will be re-evaluated but the term mark will only be re-calculated, not re-evaluated.
- C. If the grade being appealed was awarded solely on the basis of term work, the mark will be re-calculated only, not re-evaluated.

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.

4. Consultation

Section 2.3.5.d of the University Examination Regulations (Policy 1305) specifies that:

“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 [April 3, 1985].”

5. Timing

At its meeting of October 8, 1986, the University Senate approved the following regulations:

“That the result of an appeal must be submitted to the Registrar's Office within 30 days of the deadline for the student to submit the appeal being considered. 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.”

6. Reason for Appeal

Be specific in your reason for appeal. Reasons such as “I need a better grade”, or “I thought I did better” do not provide sufficient information to the reviewer.

This personal information is being collected under the authority of the U of M Act and will be used to initiate a review of the applicant's grade. It will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act. Your personal information is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, contact the Access & Privacy Coordinator's Office (tel. 204-474-9462 or 204-474-8339), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg MB, R3T 2N2.