THE UNIVERSITY OF MANITOBA
APPLICATION FOR APPEALING A GRADE GIVEN FOR TERM WORK: INFORMATION, REGULATIONS & PROCEDURES

1. Process
Students wishing to appeal a grade given for term work are expected to discuss matters relating to the grading of that work with their instructor first, as an attempt to resolve the issue without the need to submit a formal appeal.

Once paid for, the appeal form must be submitted to the department that offered the course along with the original term work (where applicable). The department will sign and issue a photocopy of the appeal form to the student to acknowledge having received the appeal and the term work (if applicable). A copy of the appeal form will be issued to the student once the appeal has been processed and decided on by the department, indicating any decisions made.

2. Deadline
Students who wish to formally appeal the grade assigned to term work shall have 10 working days to appeal after the grade for the term work has been made available to them.

3. Payment
Students will take the completed “Application for Appealing a Grade Given for Term Work” form to the Cashier’s Office (138 University Centre) and pay the appropriate fee, which is currently set at $35.00. This payment is refundable if the appeal is successful.

4. Timing
Once received in full by the department, this appeal will be processed within 15 working days. Since the appeal decisions are sent to students via regular mail, it may take more than these 15 days for the student to receive their copy.

5. Refunds for Successful Appeals
If a student’s term work appeal is successful, department staff will fill out an Authorization for a Refund form found at: http://umanitoba.ca/admin/financial_services/secure/authorization.php with the following FOAP number: 111008 G10033 509804 0015. Please submit completed the completed form to the Revenue Capital and General Accounting Office (315 Administration Building).
N.B. IT IS THE STUDENT’S RESPONSIBILITY TO BEGIN THE PROCESS WITHIN 10 DAYS OF HAVING RECEIVED THE TERM WORK GRADE

THIS SECTION IS TO BE COMPLETED BY THE STUDENT

THE COURSE WHICH IS BEING APPEALED, IS TAKEN IN
- Fall Term 20
- Winter Term 20
- Summer Session 20
- Distance & Online

FACULTY
PROGRAM
MAJOR
STUDENT NUMBER

STUDENT’S SURNAME
GIVEN NAMES

CURRENT ADDRESS
PHONE NUMBER
CITY OR TOWN
PROVINCE
POSTAL CODE

UNIVERSITY OF MANITOBA EMAIL ADDRESS

SUBJECT CODE COURSE NUMBER SECTION CRN COURSE NAME NAME OF INSTRUCTOR GRADE

RESULTS OF THIS PARTICULAR ASSIGNMENT WERE MADE AVAILABLE ON: _____________________ (Time Limit for appeal is normally within 10 days)

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

I CERTIFY THAT I HAVE DISCUSSED MY CONCERNS WITH ________________________ ON __________________
INSTRUCTORS NAME DATE

I CERTIFY THAT I HAVE NOT ALTERED THE ATTACHED TERM WORK MATERIAL (EXAM SCRIPT, LAB REPORT, ETC.) AND THAT I HAVE PAID THE $35.00 APPEAL FEE TO THE CASHIER’S OFFICE (SEE RECEIPT STAMP)

DATE SIGNATURE

DEPARTMENTAL RECEIPT

THIS APPEAL WITH/WITHOUT ACCOMPANYING TERM WORK WAS RECEIVED ON _____________________ _____________________ _____________________ _____________________ _____________________ _____________________

TERM WORK RECEIVED TERM WORK NOT RECEIVED

DATE SIGNATURE

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

ASSIGNED GRADE: _______________ NOT CHANGED ☐ OR CHANGED TO: _______________ REFUND APPROVED: _______________

* COURSE INSTRUCTOR’S SIGNATURE: ______________________ DATE: _______________
* CONSULTANT’S SIGNATURE: ______________________ DATE: _______________
* DEPARTMENT HEAD’S SIGNATURE: ______________________ DATE: _______________

COMMENTS: ______________________

COPY OF THIS DECISION MAILED TO STUDENT AND COURSE INSTRUCTOR ON: _____________________ BY: _____________________

DATE SIGNATURE

Disposition of original term work (have student sign if picked up)

Disposition ______________________ Date ______________________ Signature ______________________

ANY APPEAL OF THE ABOVE DECISION MUST BE SUBMITTED IN WRITING TO THE DEAN/DIRECTOR’S OFFICE OF THE FACULTY/SCHOOL OFFERING THE COURSE