

**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](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).

