

Appeal

How much does a final grade appeal cost?

A payment of \$35.00 is currently required for each final grade appealed. This fee is only returned if your final grade is raised.

Make payment at Cashier's office, Room 138 University Centre.

Can my mark be lowered as a result of a final grade appeal?

No, an appealed grade may not be lowered.

What are my chances of having a favorable result of my final grade appeal?

Obtaining a favorable result on a final grade appeal depends on a number of factors including:

- the type of appeal
- the grounds for the appeal
- the reason stated
- and the consultative process

If you do not appeal, your mark will remain as is.

An appeal would be warranted if you feel you have a strong case for a final grade appeal, e.g.,

- your term marks reflect that you should receive a higher grade
- a laboratory assignment was omitted from term marks
- the course evaluation method/grading system, was changed over the process of the course, etc.

Advocacy

If my final grade appeal is denied and I am not satisfied with this decision, what options are available to me?

Should you not be satisfied with the decision, you may appeal to the Faculty/School and subsequently to the Senate level. The Student Advocacy office is available to assist you in this regard.

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Student Advocacy

Room 519 University Centre

The University of Manitoba

Tel: 474-7423 Fax: 474-7567

EMail: Student_Advocacy@UManitoba.ca

Website Address: <http://www.umanitoba.ca/student/advocacy>

**STUDENT
AFFAIRS**
Student Services



**Final
Grade Appeal**

Final Grade Appeal

Should I file a final grade appeal?

- Any student who is dissatisfied with a final grade has the **right** to appeal that grade.
- The student should recognize, however, that final grade appeals are only upheld when there are good reasons to support the student's request for an elevated grade.
- **Reasons** for submitting a final grade appeal may include:
 - miscalculation of marks
 - misgrading of paper/exam
 - application of an evaluation or grading system which was not included in the course outline
 - unfair or inequitable process in determining the final grade

What actually happens when I file a final grade appeal?

A consultation regarding your final grade occurs within the respective department.

The University Examination Regulations regarding the Appeal of Final Grades states that: "Normally the re-evaluation of a final 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 (Jan. 1, 2008)".

If relevant materials other than the examination are to be reviewed, the student should make them available to the department head.

How do I appeal my final grade?

- Before filing a formal Final Grade Appeal, discuss your concerns with the instructor.
- A student may file an appeal of a final grade in one or more courses through the Registrar's Office (RO) following the posting of grades by the faculty/school/department. Grades are released by the RO as they are received from faculties and schools.
- A student wishing to submit a final grade appeal must do so within the allowable appeal period. For first term courses, the appeal must be made within 15 working days of the first day of classes for second term. For second term courses and full courses, the appeal must be made 15 working days following the Victoria Day Holiday. For exact dates please refer to the RO web site www.umanitoba.ca/student/records.
- **Final Grade appeal forms** may be obtained from the RO at 400 University Centre or may be downloaded from the RO home page www.umanitoba.ca/student/records.
- **Read** the final grade appeal form carefully so that you understand which type of appeal you are entitled to. Enclose copies of your work where appropriate (e.g., essay).
- Submit appeal package and make payment at the Cashier's Office, Room 138 University Centre.

Type of appeal

- A. If the final grade being appealed was awarded on the basis of an examination only, the entire script will be re-read.
- B. If the final grade being appealed was awarded on the basis of an examination in combination with term work, the examination script will be re-read and term mark calculation reviewed only.

- C. If the final grade being appealed was awarded solely on the basis of term work, the calculation will be reviewed only.

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-read. **Be specific** in your reason for appeal. Reasons such as: "I need a better grade" or "I thought I did better" are unclear. Provide well worded reasons for your appeal. **How you present your appeal may affect its outcome.** (Including a letter of explanation is suggested.)

How long does the final grade appeal process take?

The department is requested to inform Registrar's Office of the result of the final grade appeal **within 30 days**.

The University Examination Regulations state:

"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".

After receiving such notification from the department, Registrar's Office issues a letter to inform the student of the result of the appeal.