

# STUDENT SERVICES

## Request for Appeal of Assigned Final Grade

Detailed information on appealing an assigned final grade is provided online: [umanitoba.ca/extended-education/student-supports](http://umanitoba.ca/extended-education/student-supports)

Payment of **\$50.00** is required for each term work grade appeal. Please include a **Payment Form** with this submission.

### THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Last Name: \_\_\_\_\_ First (Given) Name: \_\_\_\_\_  
Student Number: \_\_\_\_\_ Date of Birth (yy/mm/dd): \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Subject Code: \_\_\_\_\_ Course Number: \_\_\_\_\_  
Section Number: \_\_\_\_\_ CRN: \_\_\_\_\_  
Instructor Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Course taken in:      Fall 20                      Winter 20                      Summer 20  
                                 Intensive program packages (ABA, ABM, AHRM)      Flexible programs      Other

My reason for making this appeal is: *(Attach additional pages if needed. **Be specific - "I thought I did better" or "I need a better grade" is not sufficient.**)*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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 processing your request for appealing an assigned 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.

### THIS SECTION FOR OFFICE USE ONLY

Assigned Grade: \_\_\_\_\_ Does not change    or    Changed to: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of endorsement by Course Instructor and/or Consultant \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_