



TERM WORK APPEAL

APPLICATION FOR APPEAL OF GRADE GIVEN FOR TERM WORK

It is expected that matters relating to the grading of term work will be first discussed with the instructor, as an attempt to resolve the issue without the need to submit a formal appeal.

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

Do you require a Term Work Appeal or a Final Grade Appeal?

Final Grade Appeal: Appeal the final grade you received for a course including the final exam component. *

Term Work Appeal: Appeal a grade for an assignment in a course - these appeals are only applicable to course work.

* If you require a Final grade appeal, please disregard this form and submit your appeal through Aurora.

Appeal Process

- A) Complete 'Term Work Appeal' form.
- B) Pay applicable fee at [Cashier's Office](#) (the fee is refundable if appeal is successful).
- C) Once paid, submit the appeal form to the [department that offered the course](#) along with the original term work (if term work required). The department will sign and issue a photocopy of the appeal form to acknowledge having received the appeal and the term work (if term work required).

Processing Time

Once all necessary documents have been received in full by the department, this appeal will be processed within 15 working days.

A copy of the appeal form, indicating any decisions made, will be issued to the student once the appeal has been processed and decided on by the department.*

* **Please note:** Appeal decisions are sent to students via Canada Post, and so it may take more than 15 working days for the student to receive their copy of the decision.

Refund

If a student's term work appeal is successful, department staff will send a refund authorization form to the Revenue, Capital and General Accounting Office. Once processed, a refund cheque will be issued and mailed to the student's address as it is found in Aurora.



TERM WORK APPEAL

Please view our [Advisor Directory](#) to determine where to submit your appeal.

Payment of \$50.00 is required for each term work graded component being appealed (e.g. assignment, test, etc.).

Payment will be made through the Cashier's Office.

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1 Section to be completed by the Student

Fall Term <u>20</u>		Winter Term <u>20</u>		Summer Term <u>20</u>		Check box if Course taken by Distance Education:	
Full Name				Student Number			
Current Address				Phone Number			
				U of M Email			
Province		City		Postal Code		Faculty	
SUBJ (e.g. PSYC)	COURSE # (e.g.1200)	SECTION (e.g. A01)	CRN (e.g. 10035)	COURSE NAME (e.g. Into to Psychology)			INSTRUCTOR NAME
My results for this assignment were made available on the following date: <i>Note: Deadline to appeal is normally within 10 days of receiving your results.</i>							GRADE
<p>My reason for making this appeal is: (Be precise, you cannot appeal your final grade with "I thought I did better" or "I need a better grade". These reasons are insufficient and these types of appeals will not be processed).</p>							
<p>I certify that I have discussed my concerns with the above instructor on: _____ <i>Date</i></p> <p>I certify that I have not altered the attached term work material (exam script, lab report etc).</p> <p>I agree that I have read and understood the instructions provided on both sides of this form.</p> <p>Student Signature: _____ Date: _____</p>							
						PAYMENT CONFIRMATION <i>Completed by Cashier's Office</i>	

2 Departmental Receipt

FOR DEPARTMENTAL USE

This appeal was received with/without accompanying term work on: _____, by _____.	
Term work received	Term work <u>not</u> received

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

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 Final Grade Appeal. 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. 204-474-7559), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

3 Section to be completed by the Academic Unit offering the course

FOR DEPARTMENTAL USE

Assigned Grade: _____ Grade has not changed OR Grade has changed to: _____ Refund Approved: _____**Signatures:**

Course Instructor: _____ Signature _____ Date: _____.

Consultant: _____ Signature _____ Date: _____.

Department Head/Dean/Director: _____ Signature _____ Date: _____.

Comments: *

* Please note that comments made here are visible to students.

4 Department follow-up

FOR DEPARTMENTAL USE

A copy of this decision was sent to the student and the course instructor on: _____, by _____.

Original Term Work was returned to the student on: _____, by _____.

If Term Work picked up by the student, include student signature: _____, by _____.

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