

# FINAL GRADE APPEAL

FOR USE ON CALGARY CAMPUS ONLY

(version: Jan. 2016)

## GENERAL INFORMATION

- Only final grades can be appealed.
- You must submit the grade appeal request to the Faculty/School which offers the course.
- A separate Grade Appeal Form must be submitted for each grade you want to appeal.

## FOUNDATIONS FOR APPEAL

To appeal a grade, you must be able to prove that:

- you have been treated unfairly or differently than others in your class, or
- the instructor did not follow the course outline or altered the course outline without following proper procedures to do so.

## PROCEDURES

Step 1: Have you spoken with your instructor? Before you can appeal your grade, you must discuss the grade and how it was determined with your instructor.

If that does not resolve the situation:

Step 2: Fill out the information on the grade appeal form. Your completed *Final Grade Appeal* form must be received and signed by the Dean or Dean's designate by:

Fall Semester courses	February 7
Spring Semester courses	June 7
Summer Session courses	October 7

Step 3: Attach a letter which states your case and outlines the basis on which you are appealing the grade.

Step 4: Submit your application and supporting letter to your academic advisor in the Calgary Campus office. They will then arrange a meeting with you and the Dean or the Dean's designate to discuss your case. The Dean or Dean's designate signature on your Grade Appeal Form signifies that this meeting has taken place. This is required before the Chair of the Grade Appeal Committee will proceed with the appeal.

If the Dean or Dean's designate cannot resolve the situation and you wish to proceed with your appeal, then your application will be submitted to the Chair and Co-chair of the Grade Appeal Committee for a preliminary assessment. At this time, you must be prepared to submit all information relevant to your appeal (course outlines, syllabus, original copies of any evaluated work, etc.) and the name of your representative (faculty member or student) to the Grade Appeal Chair.

If they determine there is a foundation for your appeal, then your part ends. Your case is then presented by your representative to the Grade Appeal Committee, which renders a final decision.

*Please see Grade Appeal Procedures in the University Calendar for further details.*

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Complete the top three sections of this form and return to the Undergraduate Programs Office.

## 1. STUDENT INFORMATION

Name:		ID #:	
Faculty/Program:			
Email:		Phone:	
Current Address:			
Student Signature:		Date:	

## 2. COURSE INFORMATION

Course:		Section:	
Instructor:		Grade:	

## 3. REASON FOR THE GRADE APPEAL (ATTACH LETTER OR COMPLETE BELOW)

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## 4. DEAN OR DEAN'S DESIGNATE NOTES

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Dean or Dean's designate Signature:		Date:	
Submission Date of Appeal to Faculty Office:			