



FINAL GRADE APPEAL FACULTY/SCHOOL GRADE APPEAL

See the Final Grade Appeal Procedures for deadlines and other important details.
www.uLeth.ca/Policy

University of Lethbridge ID Number

--	--	--	--	--	--	--	--	--	--

Today's Date

Day	Month (e.g. Jan)						Year			

Last Name:	
First Name:	Middle Name:
Chosen First Name:	
Current Telephone Number:	
Area Code	
ULeth Email Address:	
Program (Degree and Major)	

Term:

Spring Year

Fall Year

Summer Year

Summer Session:

Session I Year

Session II Year

Session III Year

Session II/III Year

Have applied, or intend to apply to graduate: Yes No

Course Code	Section	Course Title	Instructor	Original Grade Assigned

To pursue an appeal for the grade received above, this form must be signed and submitted with each of the following attached, as applicable:

- Letter outlining the grounds to appeal (consult section 3.3 of the [Final Grade Appeal Procedures] for acceptable grounds). Include a detailed rationale explaining the grounds, all documentation to support the appeal, and a description of the desired outcome of the appeal.
- Course outline.
- Copies of communication between student and instructor.
- Reference to regulation(s)/policy(ies), code(s) of conduct: _____
- Relevant course and assessment materials.

Note that the University may contact you at your University of Lethbridge email address in relation to this appeal.

Submit to the Dean of the Faculty or School in which the course was taught:

- | | | |
|---|--|--|
| <input type="checkbox"/> Arts and Science – A570
artsci.deansoffice@uleth.ca | <input type="checkbox"/> Fine Arts – W620
finearts.dean@uleth.ca | <input type="checkbox"/> Dhillon School of Business – M4117
(dhillon.advising@uleth.ca) |
| <input type="checkbox"/> Education – TH408 | <input type="checkbox"/> Health Sciences – M3083
dean.hlsc@uleth.ca | <input type="checkbox"/> Liberal Education – A812K
liberal.ed@uleth.ca |

Student's Signature: _____ Date: _____

Received by the Dean's Office: _____ Date: _____

The personal information on this form is collected under the authority of the *Post-secondary Learning Act* (Alberta) and the *Freedom of Information and Protection of Privacy Act* (Alberta). Your information will be used for admission, registration, scholarships and awards administration; academic progress monitoring, planning and research; alumni relations; contacting you about University courses and services; and operating other University-related programs. The University of Lethbridge may share and disclose information within the University to carry out its mandate and operations. Specific data will be disclosed to the relevant student associations, and to the federal and provincial governments to meet reporting requirements. For questions on the collection, use and disclosure of this information, please contact the University's FOIP Coordinator at 4401 University Drive West, Lethbridge, AB T1K 3M4; email: foip@uleth.ca; tel: 403-332-4620.