

Policy Number	4.5.1
Approval Body	Senate
Policy Officer	VP Academic + Provost
Approval Date	May 2000

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## 4.5.1 FINAL GRADE APPEAL FORM

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Student Name: \_\_\_\_\_ Course Appealing: \_\_\_\_\_  
Phone or email: \_\_\_\_\_ Instructor: \_\_\_\_\_  
Semester: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

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Final appeals must be submitted to the Registrar within one (1) month of the issuing of the semester grades by Student Services.

A final grade appeal will be received by the Registrar and considered by the Appeals Tribunal only after the following steps have been taken:

1. You have discussed the disagreement with the Instructor.
2. You have submitted a written appeal to the Dean of the Faculty offering the course.

**BASIS FOR THE APPEAL** (*please check the appropriate box*):

- ☐ The Instructor has not followed the grading outline for the course  
☐ The course outline does not sufficiently set for the grading criteria  
☐ The application of the grading criteria is not consistent with others in the class

Please provide any additional information in the space provided below and attach a copy of your written appeal to the Dean:

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