

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

4.5.1 FINAL GRADE APPEAL FORM

Student Name: _____ Course Appealing: _____

Phone or email: _____ Instructor: _____

Semester: _____ Date Submitted: _____

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: