

STUDENT SERVICES

Request for Term Work Grade Appeal

Detailed information on appealing an assigned term work grade is provided online: umanitoba.ca/extended-education/student-supports

Payment of **\$50.00** is required for each term work grade appeal. Please include a **Payment Form** with this submission.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Student Last Name: _____ First (Given) Name: _____
Student Number: _____ Date of Birth (yy/mm/dd): _____
Course Name: _____
Subject Code: _____ Course Number: _____
Section Number: _____ CRN: _____
Instructor Name: _____ Grade: _____
Course taken in: Fall 20 Winter 20 Summer 20
 Intensive program packages (ABA, ABM, AHRM) Flexible programs Other

My reason for making this appeal is: (Attach additional pages if needed. **Be specific** - “**I thought I did better**” or “**I need a better grade**” is not sufficient.)

I **confirm** I have discussed my concerns with the above instructor on: _____, _____
date
that I have not altered the attached term work material (exam script, lab report, etc.), and I have read and understood the instructions provided.

Signature: _____ Date: _____

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 request for appealing an assigned final grade. 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. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

PROGRAM DELIVERY RECEIPT:

This appeal was received on _____, by _____.
date signature

THIS SECTION FOR OFFICE USE ONLY

Assigned Grade: _____ Does not change or Changed to: _____

Comments:

Signature of endorsement by Course Instructor and/or Consultant:

Date:

Comments: