

Request for Appeal of Assigned Final Grade

Detailed information on appealing an assigned final grade is provided online: umanitoba.ca/extended

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____

Aboriginal Focus Program Continuing Education English Language Studies and International Programs Summer Session (Non-Degree)

My reason for making this appeal is (be specific): _____

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.

THIS SECTION TO BE COMPLETED BY THE AREA DIRECTOR OFFERING THE COURSE

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

Comments: _____

Course Instructor's signature: _____ Date: _____

Consultant's signature: _____ Date: _____

Area Director's signature: _____ Date: _____

THIS SECTION TO BE COMPLETED AND THE STUDENT'S RECORD UPDATED BY STUDENT AND INSTRUCTOR SERVICES

Comments: _____

Signature: _____ Date: _____

METHOD OF PAYMENT:

All applicable fees must accompany this form.

Cash – In-person only. Debit – In-person only. Cheque/Money Order – Payable to the University of Manitoba (post-dated cheques can not be accepted).

Invoice Employer – A request to invoice must be on letterhead and authorized by an official of the employer or sponsoring agency. Without prior credit history, amounts over \$1,000 require credit approval. Contact Student and Instructor Services at 204-474-9921 or Toll-free 1-888-216-7011 ext. 9921 for a copy of the required form.

Payment by credit card – Complete the following section. Visa MasterCard

Card holder's name (as it appears on the card): _____ Amount \$ _____

Credit card number: _____ Expiry date: _____

Authorizing signature: _____