

Request for Review of a Final Grade

If you have discussed your concerns with the Professor and Program Co-ordinator of your course and you are not satisfied, you may request a formal review of your final grade. The process and procedure is detailed in Section 18.1.a of the *Admission Requirements and Academic Regulations*.

You may not challenge a final course grade on the basis of an individual in-course piece of work that has or has not previously been re-marked. A request to review a final grade will normally be premised on a miscalculation of the final grade or deviation from the evaluation procedures described in the course outline.

To initiate a formal request, submit this form to the Associate Dean of the School responsible for delivering your course within 10 days of the release of the grade.

To be completed by the student:

Student Name _____ Student Number _____

Date of Birth (YYYY/MM/DD) _____ Email _____

Telephone Number _____

Course Name and Course Number _____ Assignment or Test _____

Professor _____ Program Coordinator _____

Reason for Request (Please attach details and documentation)

I have discussed the grade with my Professor and Program Co-ordinator and I wish to proceed to request a review by the Dean or Associate Dean. I agree that the Dean or Associate Dean will review the attached documentation, discuss my concerns with the Professor and confirm the decision of the School in writing within ten (10) working days of the receipt of my written request unless an extension has been mutually agreed to by both parties.

The mark will be final and is not subject to any further appeal unless there has been a breach of process, or the decision has a direct impact on a student's standing relating to academic probation or withdrawal.

Student Signature _____ Date _____

To be completed by the Associate Dean of the School:

Name of Associate Dean _____

Academic School _____

Date Review Conducted: _____

Decision: Grade to Become _____ Grade to Remain Unchanged _____

Reason for Decision: (please attach separate sheet)

Signature _____ Date _____

Note: The School should keep a copy of the decision and advise the Office of the Registrar if the grade is changed.