

Review of a Final Grade Application

If you have discussed your concerns with the Professor and Program Coordinator of your course and you are not satisfied, you may request a formal review of your final grade. The process and procedure are detailed in Section 18.2 of the [Admission Requirements and Academic Regulations](#).

You may not challenge a final course grade based on 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 Faculty responsible for delivering your course within ten (10) days of the release of final grades.

To be completed by the student:

Full Name: _____

Student Number: **N** _____

Email: _____

Telephone Number: _____

Course Name: _____

Course Number: _____

Professor: _____

Program Coordinator: _____

Reason for Request - please attach the following:

- A written statement outlining the basis for the request/review.
- Any supporting documentation that supports your request.

I have discussed the grade with my Professor and Program Coordinator, and I wish to proceed to request a review by the Associate Dean. I agree the Associate Dean will review the attached documentation, discuss my concerns with the Professor, and confirm the decision of the faculty in writing within twelve (12) business 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.

Student Signature: _____

Date (MM/DD/YYYY): _____

To be completed by the Associate Dean:

Name of Associate Dean: _____

Faculty: _____

Decision: New Grade _____ Grade to remain unchanged _____

Date Review Conducted (MM/DD/YYYY): _____

Reason for Decision – please attach a separate sheet.

Associate Dean Signature: _____

Date (MM/DD/YYYY): _____

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