



Student Academic Appeal

Students have the right of appeal. All appeals must be done in writing. Decisions are made by the appropriate body and are based on the information and supporting documentation provided in writing by the student. All students wishing to appeal must consult an Academic Advisor to discuss their situation and for information on appeal procedures.

Student Name: _____ Student Number: _____

Permanent Address: _____

Email: _____ Program of Study: _____

Graduate Program Advisor / Supervisor: _____

Name of course: _____ Course Number: _____

Instructor of Course: _____

Nature of the Appeal

- Change Course Status from Credit to Audit – after course change period has ended
 - Include: Written approval from Instructor
 - Written explanation of the grounds for the appeal
- Change Course Status from Audit to Credit – after course change period has ended (*Fee adjustment will be applicable*)
 - Include: Written approval from Instructor
 - Written explanation of the grounds for the appeal
- Deferred Final Test / Exam
 - Include: Course name and date of exam
 - Exam conflict - course names and dates of exams
 - Documentation explaining medical, compassionate, or other reasons beyond control that interfere with writing the exam
 - Summary of the conversation with the instructor
 - Written explanation of the grounds for the appeal
- Incomplete on course
 - Include: Written explanation of the grounds for the appeal
 - Summary of the conversation with the instructor
 - Documentation explaining medical, compassionate, or other reasons beyond control that interfere with writing the exam
- Grade on Individual item of work
 - Include: Copy of the work which is the subject of the appeal
 - Written explanation of the grounds for the appeal
 - Summary of the conversation with the instructor



Final Grade

- Include:
- Written explanation of the grounds for the appeal
 - Copy of all course work which is the subject of the appeal
 - Grounds for the appeal
 - Any other relevant documentation

Retroactive withdrawal

- Include:
- Documentation explaining medical, compassionate, or other reasons beyond control
 - Written explanation of the grounds for the appeal

Other

- Include:
- Written explanation of the grounds for the appeal

Deadline to Appeal

<i>Term</i>	<i>Exam or Final Test by</i>	<i>Term work by</i>
Courses ending in December	February 15	April 1
Courses ending in April	June 15	August 1
Courses in spring term	September 15	October 1

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Graduate Program Advisor Signature: _____ Date: _____

Graduate Program Chair Signature: _____ Date: _____

Submit all documentation to the Office of the Faculty of Graduate Studies, 1BC06, (204) 786-9797.

Dean of Graduate Studies: _____ Date: _____

Office Use Only

Result of the Appeal Granted Denied

Course Status Changed from _____ to _____

Date of Deferred Final Exam _____ Course Number: _____

Incomplete on course changed to _____

Grade on individual item of work _____

Final Grade in Course _____

Retroactive withdrawal Granted Denied

Withdrawal commences: _____ to _____ New deadline for degree completion: _____

Approved by: _____