



Customer Services

MA 211, Heritage Hall

1301 – 16 Avenue NW

Calgary, AB T2M 0L4

Phone: (403) 284 7248 / toll-free 877 284 7248

FAX: (403) 284 7112

GRADE APPEAL FORM

(Please complete sections A to C)

Submit to Customer Services for processing

A) Personal Information

Student ID Number _____

Last name _____ First _____ Middle _____

Mailing Address _____ City/Town _____

Province _____ Postal Code _____ Home Telephone _____

Alternate Telephone _____ Email _____

B) Program / Subject Information

Program _____

Subject Code _____ CRN _____ Subject Title _____

Course Reference Number

Year of Registration _____ Term of Registration: **FALL** **WINTER** **SPRING** **SUMMER**

Sept-Dec

Jan-Apr

May-June

July-Aug

Instructor Name _____ (Term 2) (Term 3) (Term 4) (Term 1)

Grade to be appealed _____
Letter Grade as recorded

- I request to:** Obtain a reread of my examination
 Obtain a reassessment of my subject work
 Other (please specify) _____

Reason for Request* _____

*Attach supporting documents if needed

C) Agreement

- ◆ A student may appeal a grade in any subject within **thirty (30) calendar days** after the final class or examination date.
- ◆ Formal appeals are to be submitted using this form, and accompanied by a payment of \$35.00 for each grade appealed.
- ◆ This fee will be refunded only if the appeal is awarded in favour of the appellant.
- ◆ The grade appeal shall be considered, and normally a decision is rendered within ten (10) working days from the date the Grade Appeal form was submitted to Customer Services.
- ◆ Appeal decisions are **final** and binding. The student will be notified by registered mail.

I understand the above agreement and I agree to pay the Grade Appeal fee as assessed prior to the requested grade review.

Student Signature _____ Date _____

Total Fee Due: \$ 35.00 per appeal
Fee is subject to change.

Date _____ Received by Customer Services _____ Fees Updated

Policy Reference: A.6.2

The personal information you provide on this form is collected under the authority of the Technical Institutes Act and the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to process a request for a grade appeal. Any questions concerning the collection of this personal information may be directed to the Customer Services Department, (1301 – 16 Avenue NW, Calgary, AB T2M 0L4) at (403) 284 – 7248.