

## 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: \_\_\_\_\_

**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: \_\_\_\_\_