Graduate Studies - Grade Appeal

**WHAT?**
This form is used for graduate students seeking to appeal a final grade. It must be submitted within three weeks (21 days) after the release of the final grade at issue. To be accepted by SGPS, the form must be accompanied with a proof of payment of a $30.00 fee which is non-refundable unless the appeal results in a higher grade. SGPS will forward the completed form to the Graduate Program Director responsible for reappraising the grade(s).

**WHO?**
The form must be completed, dated and signed by the student. The rationale for the appeal must be provided and supporting documents should be attached. The student is encouraged to read the university's graduate policies on grade appeals in section of the academic calendar.

**WHEN?**
The processing time for grade appeals depends on the nature of the appeal and faculty involved.

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**I am appealing the final grade of the following course(s):**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Original Grade</th>
<th>Instructor</th>
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Reason (please attach supporting documentation or letter if possible):

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Method of Payment
- [ ] Paid via cash/cheque (attach Accounting receipt)
- [ ] Charge the fee to my credit card

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SIGN HERE

Student's Signature ____________________________ Date ____________

NOTE: THIS APPLICATION WILL NOT BE PROCESSED UNLESS IT IS SIGNED AND DATED

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**FOR OFFICE/FACULTY ONLY**

- [ ] Original grade unchanged
- [ ] Original grade raised to ____________
- [ ] Original grade lowered to ____________

Comments (if applicable) - to be filled out by Graduate Program Director

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Graduate Program Director Signature ____________________________ Date ____________

Dean of Graduate Studies Signature ____________________________ Date Form Submitted to Dean ____________

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Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act (2002), and is being collected for the purpose of an academic grade appeal. Questions about this collection should be directed to the Dean of Graduate Studies, UOIT, 2000 Simcoe Street North, Oshawa, ON L1H 7K4, 905.721.8668.

If you require this information in an alternative format due to disability, please email gradstudies@uoit.ca