

GRADUATE PROGRAMS Appeal Request Form

Last Name:			
	Last Name:		

First Name: _____

Email Address:

Student ID Number: _____

I am appealing the following grade and I am submitting this appeal within 30 days of receiving notification of my grade as noted below:

Course Name:	Instructor Name:
Assignment Name:	Date of Grade Notification:

An appeal of the assignment of grades on substantive grounds can be made when:

- 1. A student believes a grade for coursework was assigned on some basis other than academic achievement;
- 2. The published evaluation standards in the course syllabus differ from the evaluation standards applied to the assigned grade;
- 3. The evaluation standards applied to the assignment of the grade are unreasonable or differ from the evaluation standards described in the student manual for the course.
- **NOTE**: Once the Faculty of Health Disciplines receives your form, the Graduate Program Chair will submit your request for review. If the request meets the requirement of having substantive grounds, a second marker will be assigned. The new marker has 30 working days to re-evaluate the assignment and process the appeal request. Once this process is completed, you will be notified of the outcome.

I understand that my assignment will be re-evaluated by another marker and my mark may be the same, lower, or higher than the original grade. I understand that the 2nd mark (as per the re-evaluation) is the final mark for my assignment and I accept the decision of the re-evaluation. I also understand that my final grade in the course will be based on the 2nd mark received as a result of this appeal.

I have discussed this with my Instructor:	Yes	No
Description of substantive grounds attached:	Yes	No

Signature: _____

Date:	

Please do not send any assignments. Please submit your completed form/questions to fhdgradadmin@athabascau.ca.

FOR OFFICE USE ONLY:		
ORIGINAL ASSIGNMENT GRADE	REVISED ASSIGNMENT GRADE	Date Received:
ORIGINAL FINAL GRADE	REVISED FINAL GRADE	Date Forwarded:
Name of 2 nd Marker:	Signature:	Date:

The personal information collected on this form will be used for the purposes of processing the appeal request. This information is collected under the authority of section 33© of the Alberta Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, contact the Faculty of Health Disciplines, Athabasca University, 1 University Drive, Athabasca, AB T9S 3A3. Updated: 7/16/2020