

Please complete sections A to D.

## A) Personal Information

|                        |                              |                        |                              |
|------------------------|------------------------------|------------------------|------------------------------|
| Date                   |                              | Student ID Number      |                              |
| Last Name              |                              | First Name             | Middle Name                  |
| Address                |                              | City                   | Province                     |
| Preferred Phone Number | Home<br>Cellular<br>Business | Alternate Phone Number | Home<br>Cellular<br>Business |
| Email Address          |                              | Postal Code            |                              |

## B) Program/Subject Information

|                                                                                                                              |                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Did you request an informal appeal?<br>Yes      No                                                                           | With whom?                                                                                         |
| I have met with the instructor of the course to discuss the grade in question.<br>Yes      No      Instructors Name          | I have met with my academic chair to discuss the grade in question.<br>Yes      No      AC's Name: |
| Program                                                                                                                      |                                                                                                    |
| Course Title - ex. Introductory Financial Accounting                                                                         | Course Code - ex. ACCT215                                                                          |
| Grade to be appealed (current grade)                                                                                         | Five digit Course Reference Number (CRN)                                                           |
| Term<br>Fall (Sept - Dec)      Winter (Jan-Apr)      Spring (May-June)      Summer (July-Aug)                                |                                                                                                    |
| I request to:<br>Obtain a review of my examination      Obtain a reassessment of my subject work      Other (please specify) |                                                                                                    |
| Rational for request* (be specific)                                                                                          |                                                                                                    |

\* Attach supporting documents if needed

## C) Agreement

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <ul style="list-style-type: none"> <li>A student cannot request a formal grade appeal unless he/she/they has first made an informal appeal to the instructor.</li> <li>A student may appeal a grade in any subject within 30 calendar days after the end of the course; or, in the case of Apprenticeship programs within 10 days after receipt of the marks.</li> <li>Formal appeals are to be submitted using this form, accompanied by payment of \$105 for each grade appealed, and to the Office of the Registrar.</li> <li>This fee will be refunded only if the appeal is awarded in favour of the appellant.</li> <li>The grade appeal shall be considered, and normally a decision is rendered within 10 working days from the date Office of the Registrar notifies the Dean or designate of the grade appeal.</li> <li>Appeal decisions are final and binding. The Dean shall advise the student in writing of the appeal decision.</li> <li>A student who accepts a method to remedy a course deficiency, and who is not successful, is not eligible to appeal the original grade. Likewise, a student who is unsuccessful in appealing a grade will be unable to request a remedy of course deficiency.</li> <li>A student who received a final grade as a result of academic or non-academic conduct are not eligible to appeal their grade.</li> </ul> |      |
| Student Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date |

## D) Payment Information

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fee: \$105</b><br>This fee will be added to your mySAIT.ca account after your request is processed. Once the fee has been applied to your account, you will have two business days to make your payment through mySAIT.ca or one of our <a href="#">approved online payment options</a> . Failure to pay will result in the request being cancelled. We are unable to accept payments in person, over the phone or by email. Review payment options ( <a href="https://www.sait.ca/tuition-and-financialaid/payment-options">https://www.sait.ca/tuition-and-financialaid/payment-options</a> ) to find our acceptable online payment methods. <b>Do not include your credit card information in the email you will send to the Office of the Registrar.</b> |
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## FOIP Notification

The personal information you provide on this form is collected under the authority of the [Freedom of Information and Protection of Privacy Act](#) of the Province of Alberta, Section 33(c). This information will be used to process your request for a grade appeal. If you have any questions about the collection or use of this information, contact the FOIP coordinator at [foip.coordinator@sait.ca](mailto:foip.coordinator@sait.ca).