



# Formal Grade Appeal

Policy Reference: **AC.3.1**

AA211, Heritage Hall  
 1301 - 16 Avenue NW  
 Calgary, AB T2M 0L4  
 Phone: 403.284.7248  
 Toll-free: 1.877.284.7248  
 Fax: 403.284.7112  
 Email: [records@sait.ca](mailto:records@sait.ca)

Please complete sections A to D.

## A) Personal Information

			Student ID Number	
Last Name		First Name		Middle Name
Address			City	Province
Preferred Number	Home Cellular Business	Alternate Number	Home Cellular Business	Postal Code
Email Address				

## B) Program/Subject Information

Did you request an informal appeal? Yes      No		With whom?		
Program		Instructor name		
Course Title		Course Code	CRN	
Grade to be appealed		Term Fall (Sept - Dec)      Winter (Jan-Apr)      Spring (May-June)      Summer (July-Aug)		
I request to: 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

<ul style="list-style-type: none"> <li>A student cannot request a formal grade appeal unless he/she 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 \$100 for each grade appealed, and in person 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> </ul>	
Student Signature	Date

## D) Payment Information

<b>Fee: \$100</b> It can take up to four business days to process requests received by email or fax, at which time the fee will be added to your mySAIT.ca account. Once the fee has been added to your account, you will have two business days to make your payment through mySAIT.ca. Failure to pay will result in the request being cancelled. Acceptable forms of payment are Visa, MC, Debit, Cheque, Money Order or Cash. <b>Do not include your credit card information in the email or fax.</b>
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## FOIP Statement

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 Office of the Registrar's FOIP coordinator at 403.284.8069.