



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
 Email: 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 |
| Email Address | | Postal Code | |

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"> A student cannot request a formal grade appeal unless he/she/they has first made an informal appeal to the instructor. 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. 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. This fee will be refunded only if the appeal is awarded in favour of the appellant. 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. Appeal decisions are final and binding. The Dean shall advise the student in writing of the appeal decision. 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. A student who received a final grade as a result of academic or non-academic conduct are not eligible to appeal their grade. | | | |
| I have met with the instructor of the course to discuss the grade in question. Yes No | | I have met with my academic chair to discuss the grade in question. Yes No | |
| Student Signature | | | Date |

D) Payment Information

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|---|
| Fee: \$105 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. Do not include your credit card information in the email. |
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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.