



Final Grade Review

Faculty of Continuing Education and Extension

A student may apply for review of a final grade ONLY if: (1) the final grade was not calculated on all of the work completed and as indicated in the course outline; or (2) there was an arithmetical miscalculation of the final grade; or (3) there was an alleged unfair assessment of academic performance. This form must be submitted to the Program Director/Manager within FIVE (5) working days at the end of term.

STUDENT MUST COMPLETE THE FOLLOWING (Please Print)

Last Name	First Name	Initial	Student ID #
Address		Postal Code	Telephone Number
Course Name	Section	Instructor's Name	

Final Grade Awarded: Show breakdown of course work grades which comprise final grade (grades for essays, tests, final examinations, etc. as in outline and grades awarded).

State reason(s) for request for review of final grade. Attach a letter if there is insufficient space here.

State expected remedy or suggested resolution of dispute.

Signature of Instructor	Date
_____	_____

Signature of Student	Date
_____	_____

Freedom of Information and Protection of Privacy: The information that you provide to Mount Royal University when you register for Continuing Education courses is collected under the authority of the Post-Secondary Learning Act and Freedom of Information and Protection of Privacy Act in the Province of Alberta, Section 33(c). This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities. Your personal information is protected and can be reviewed upon request. The complete statement and further contact information is available at conted.mtroyal.ca/cefoip