



1 INSTRUCTIONS

In the reappraisal of a final grade, the only elements that will be considered are the grading of the final examination, if any, together with a recalculation of the weighted components that make up the final mark. An exception may occur when an instructor evaluates a piece of graded termwork or other component at the end of the session; that grade may also be considered in a reappraisal of final grade. Please refer to the University Calendar for deadlines for submission of this form. The final grade may be lowered as a result of the reappraisal. **A student may request a reappraisal of final grade only twice in one academic year (July 1 - June 30).**

2 STUDENT

Before submitting both copies of this form to the Registrar's Office, students should examine their final examination paper at the department or faculty office. These papers are retained for a period of at least four months after the release of final grades by the Registrar's Office. Students may obtain a machine copy of their graded paper, at cost, from the Department/Faculty.

Name: _____ I.D. Number: _____
(Last) (Given)

Address: _____

(City/Town) (Province) (Postal Code) Telephone: _____

Student's Faculty: _____ Session Course Taken: _____

Course Name, Number & Section: _____

Instructor's Name: _____

Where do you believe a mistake was made in the grading of your final examination or in the calculation of your final mark? Failure to complete this section with specific detail will result in this form not being processed. Attach additional pages of explanation, if required.

Student's Signature: _____ Date: _____

3 DEPARTMENT HEAD

The student has requested reappraisal of the final grade in the course indicated above. Normally, the department/faculty will respond to a request for reappraisal within thirty days of its initiation. Upon completion of the reappraisal the questions given below are to be completed and signatures obtained before return to the Examinations Officer in the Registrar's Office. A copy of the form will be returned to the student.

RESULTS OF REAPPRAISAL

	Final Examination Mark (if applicable)	Final Grade
Original Grades		
Grades after Reappraisal		

Comments for the student, if any: _____

Signature of Department Head _____ Signature of Dean of Faculty offering the course _____ Signature of Dean of Faculty in which student is registered if different from Faculty offering the course _____
Date _____ Date _____ Date _____