



REAPPRAISAL OF GRADED TERM WORK FACULTY OF ARTS

Department/School: _____

INSTRUCTIONS FROM UNIVERSITY CALENDAR, I.2 REAPPRAISAL OF GRADED TERM WORK

A student who feels that a piece of graded term work (term paper, essay, test, etc.) has been unfairly graded, may have the work reappraised as follows. The student shall discuss the work with the instructor **within ten business days** of being notified about the mark or of the item's return to the class. If not satisfied, the student shall take the matter to the head of the department offering the course **within 2 business days of receiving the decision from the instructor**, who will arrange for a reappraisal of the work **within the next ten business days**. The reappraisal will only be considered if the student provides a detailed rationale that outlines where and for what reason an error is suspected. . . .

The reappraisal of graded term work may cause the grade to be raised, lowered or to remain the same. There is no limit to the number of pieces of graded work that a student may request be reappraised, however a single piece of work may only be reappraised once.

1. STUDENT

Name: _____
(Last) (First)

ID Number: _____ Email: _____@ucalgary.ca

Student's Faculty: _____ Instructor's Name: _____

Course name and number: _____ Section _____

Identify the term work for which reappraisal is requested: _____

Date work was submitted: _____ Date student was notified of grade: _____

Date of discussion of term work with the Instructor: _____

The original term work must be submitted with this reappraisal request, along with assignment instructions when available. Check off the correct box: Original work included. Original work was not handed back.

Identify the grounds of your request for reappraisal on the reverse side of this form. Indicate where you believe an error was made in grading. Failure to provide specific detail may result in denial of your request for reappraisal. N.B. Non-academic reasons are not grounds for grade reappraisals.

Student's Signature: _____ Date: _____

2. DEPARTMENT HEAD/ SCHOOL DIRECTOR (OR DESIGNATE)

Normally, a student will receive a response within 10 business days of submitting a reappraisal request.

Original Grade: _____ Grade After Reappraisal: _____

Comments for the student:

Department Head/School Director (or Designate) signature: _____

Title: _____ Date: _____

N.B. RIGHT OF APPEAL – Students can appeal the result of a reappraisal by following the procedure outlined in the *Faculty of Arts Student Appeals Committee Procedure for Appeals of Grade Reappraisals Decisions*.

[\[https://arts.ucalgary.ca/sites/default/files/teams/1/ARTS/About/committees/appeals/Faculty%20of%20Arts%20Student%20Appeals%20Committee%20Procedures_Approved_Final_2019-04-23.pdf\]](https://arts.ucalgary.ca/sites/default/files/teams/1/ARTS/About/committees/appeals/Faculty%20of%20Arts%20Student%20Appeals%20Committee%20Procedures_Approved_Final_2019-04-23.pdf)