

Request for Reappraisal of an Assignment, Paper or Other Course Component (must be worth 20% or higher)



TO BE COMPLETED BY THE STUDENT AND SUBMITTED TO THE TEACHING TEAM LEAD (TTL), PROGRAM COORDINATOR OR PROGRAM CHAIRPERSON AT COLLABORATIVE PARTNER SITES PRIOR TO THE INITIATION OF THE REAPPRAISAL PROCEDURE

The request must be received by the TTL, Program Coordinator or the Program Chairperson (in the case of off-site students) no later than ten (10) working days following the posting of the course grade(s) on Gradebook.

Name: _____ Student ID#: _____ Email: _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Course: _____ Term: _____ Program: _____ Site: _____

		YES	NO
1.	I have met with _____ (name of Faculty member) on _____ (date of meeting) who marked the assignment/paper and the TTL, Program Coordinator/Chairperson _____ (name of the Faculty member) on _____ (date of meeting) and was unable to resolve the issue(s). If NO meeting held, please provide reason:		
2.	I am aware that the assigned mark on the reappraisal of the assignment/paper will be a combined average with the original mark.		
3.	I have submitted the original marked copy of the assignment/paper.		
4.	I have submitted a letter indicating my grounds for requesting a reappraisal.		
5.	I have provided an unmarked copy of the assignment/paper (without comments and U of A ID number only) for reappraisal.		
6.	I have provided all guidelines/instructions regarding the assignment/paper from the course outline and those distributed during the course.		

Signature: _____ Dated: _____

This form is to be submitted to your Teaching Team Lead/Program Coordinator/Program Chair

To be completed by the Teaching Team Lead/Program Coordinator/Program Chair

		YES	NO
1.	I have received all of the above-noted documents.		
2.	The reappraisal will be completed by:	DATE:	
3.	The time period for the reappraisal will be:		
4.	Result of the reappraisal is:		
5.	Student notified:	YES	DATE:
7.	Action taken to change mark/grade if that is the outcome.	YES	DATE:

Signature: _____ Date Completed: _____