REAPPRAISAL OF GRADED TERM WORK: SCHULICH SCHOOL OF ENGINEERING

Send Form to:

1. INSTRUCTIONS

Students with sufficient academic grounds may request a reappraisal of a term work (assignment, lab, test, midterm, lab, etc). The student shall discuss the term work with the course coordinator/instructor within **10 business days** of being notified about the mark. If the student is not satisfied with the outcome, they can submit this form to the department in which the course is offered. Students should be made aware that the grade being reappraised may be raised, lowered or remain the same. Refer to SSE Reappraisal of Graded Term Work and Academic Assessments Policy for further information.

2. STUDENT

The original term work must be submitted as part of the reappraisal request, along with the instructions for the term work when appropriate.

Check off the correct box: Original work included   Original work is with the Course coordinator/instructor

Name of Assessment (e.g. Lab 1, Assignment 2, Quiz 3): _____

Name: _____
                        (Last)   (First)

ID Number:_____   Email: _____@ucalgary.ca

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

Course Name and number:_____   Section:_____

Date when notified about grade:_____

Date of discussion of term work with the Course coordinator/instructor:_____

Where do you believe a mistake was made in the grading of your term work? 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 term work in the course indicated above. Normally, the Department will respond to a request for reappraisal within 10 business days of its initiation. Upon completion of the reappraisal, the questions given below are to be completed and signatures obtained before returning to the Course coordinator. A copy of the form will be returned to the student.

Original Grade:_____   Grade After Reappraisal:_____

Comments for the student, if any:

Signature of the Department Head: _____

Date: _____

Note: Should you disagree with this outcome, please read the Faculty of Engineering Procedures for Appeals of Academic Assessment and Graded Term Work