

## Request for Grade Re-Appraisal

Faculty of Education, York University

Updated 23 May 2023

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This form follows the principles at <https://calendars.students.yorku.ca/2022-2023/petitions-and-grade-reappraisals> Please submit a separate form for each grade re-appraisal request.

Please note that assignments with classroom presentations and other in-person activities cannot be re-appraised.

<b>Date of submission*</b>	
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\*The Senate approved deadline for submitting grade reappraisals is February 15 for fall term grades, June 15 for fall/winter session and winter term grades, September 30 for summer session grades, or a minimum of 21 days from the release of grades, whichever is later.

<b>Full Name</b>	
<b>Student number</b>	
<b>Email address</b>	

<b>Course Code and Section Letter</b> (e.g., EDUC 1000 Section B)	
<b>Course Title</b>	
<b>Term and Year of Course Offering</b> (e.g., Winter 2022)	
<b>Name of Course Director</b>	

### Check one:

- This is an **individual assignment** or an individual graded component of a group assignment.
- This is a **group assignment** and I am the only person who is submitting this re-appraisal request, to my knowledge.
- This is a **group assignment** and all members of the group have agreed to this re-appraisal request.

*Note: If this is the case, each student must submit their own request form and supporting documentation.*

<b>Date of conversation with the Course Director about the assignment and grade**</b>	
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<b>Outcome of the conversation with the Course Director about the assignment and the grade**</b>	
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\*\*Note: If a discussion with the faculty member about the assignment and grade has *not* yet taken place, students are requested to first take this step. If a student is not satisfied with the outcome, they can then proceed with this process.

**Academic rationale for the request of re-grading the assignment.**

Please submit this form to [adacademic@edu.yorku.ca](mailto:adacademic@edu.yorku.ca), along with the following documents:

- Course syllabus
- Grading criteria for the assignment
- Related reading or other materials
- Student work that was submitted
- Comments and final grade sheet from the Course Director
- Other materials that are related to this request

**Process:**

1. When this request has been received, the Associate Dean will review all of the relevant materials and will ask any questions of the student, for clarification.
  - a. The Associate Dean may also reach out to the Course Director for additional information.
  - b. The Associate Dean will review and confirm if there are appropriate academic grounds to proceed with the grade re-appraisal. On condition of sufficient academic grounds has been met, the process will proceed; if there are not, the student will be notified.

2. Once all of the relevant materials are compiled and anonymized, another Course Director from the Faculty of Education with subject expertise, who will remain anonymous, will receive all of the information included in the submission.
3. Using all of the materials provided, the assignment will be re-graded by the second Course Director.
4. At the end of the process, **grade reappraisal may result in the original grade being raised, lowered or confirmed.**
5. The Office of the Associate Dean, Academic will communicate the final grade and reappraiser's comments to the student and also to the Course Director.
6. Parties to the decision may appeal a negative decision on a request for a reappraisal, or the result of the reappraisal itself to a Faculty-level appeals committee in the Faculty in which the course is offered (or, in the case of the Faculty of Graduate Studies, to the dean) only on the ground of procedural irregularity. Full details can be found in the [academic calendar](#).

Every effort will be made to render the decision within 30 days of the reviewer having received the work.

**Agreement from student:**

I have read the document above and understand both the terms and the process. I declare that the information on this form and all statements in the attached reappraisal request and supporting documentation are true, complete and accurate. I understand that any misrepresentation of this information may lead to a charge of breach of academic honesty. I consent to the disclosure by York University of personal information including the information I have given on this form and the associated supporting documentation to administrative faculty and administrative staff. I confirm that all the necessary supporting documentation for my reappraisal request is enclosed. I also understand that if any required documentation is missing, my reappraisal request may be cancelled. I understand that at the end of the process, the **grade reappraisal may result in the original grade being raised, lowered or confirmed.**

Name	
Signature	
Date	