

## REQUEST FOR GRADE REAPPRAISAL

### Regulations & Guidelines

- Prior to submitting a grade reappraisal request, students are normally expected to first contact the Undergraduate Program Director to discuss the grade received and to request that their tangible work be reviewed. Tangible work may include written, graphic, digitized, modelled, video recording or audio recording formats, but not oral work.
- Students may, with sufficient academic grounds (i.e. how the assignment meets instructions/criteria), request that a final grade or assignment in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals.
- Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed.
- Students must submit the original graded assignment with the instructor's marks and comments, a clean unmarked copy of the assignment, and any instructions, rubrics, checklists or other guidelines provided.
- If the condition of sufficient academic grounds has been met, the Undergraduate Program Director will be responsible for ensuring that the work is reappraised by an appropriate instructor, ensuring anonymity of both the student and the reappraiser.
- The reappraiser will be given the assignment instructions, grading rubric (or equivalent information), and the instructor's rationale for the original grade.
- **Deadline:** The approved deadline for submitting grade reappraisals is 21 days from the release of final grades. When a submission deadline occurs on a weekend or holiday, requests will be accepted up until the end of the next available business day.
- Both the student and the Undergraduate Program Director will be informed in writing of the results of the reappraisal (including the reappraiser's comments).

Please complete the following information:

Personal information		
Last Name	Name	Student #
Address		
City	Province	Postal code
Phone number	E-mail	

Course information		
Course code	Course number	Year
Course title		
Instructor	Final Course Grade	

Reappraisal Information					
List of work to be reappraised (e.g. Final exam, Essay #1, etc.)	Has the written work been submitted with the application? (please check)			Grade Obtained	Weight (5) of Final Grade
	Yes	No	On File (Unit)		
	Yes	No	On File (Unit)		
	Yes	No	On File (Unit)		
	Yes	No	On File (Unit)		
	Yes	No	On File (Unit)		
	Yes	No	On File (Unit)		
	Yes	No	On File (Unit)		
	Yes	No	On File (Unit)		
	Yes	No	On File (Unit)		
	Yes	No	On File (Unit)		

### What is the reason for the grade reappraisal request?

Please attach a concise, **typewritten**, statement (preferably no more than two pages in length) outlining the academic reasons you are requesting a grade reappraisal. Please note that, in accordance with York University's grade reappraisal policy, the reasons for a grade reappraisal request must have academic grounds. *Non-academic grounds are not relevant for grade reappraisals.*

In addition to submitting the relevant assignment instructions and tangible work (required), it is in the best interest of the applicant to also attach a copy of the course outline/syllabus to the grade reappraisal request.

**Note 1:** A grade reappraisal is not required to correct recording errors (e.g. a course mark which was not recorded properly, or a grade where there was a mathematical error in the calculation).

**Note 2:** The full grade reappraisal process may take approximately 6 to 8 weeks to complete administratively. Once an appropriate instructor has been identified to review the work submitted for reappraisal, every effort will be made to render the decision within 30 days of the reviewer having received the work. The results of the reappraisal (including the reappraiser's comments) will be communicated in writing.

### Signature and declaration

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 members of the adjudicating committees and associated 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.

Signature:

Date:

Protection of Privacy: Personal information in connection with this form is collected under the authority of The York University Act, 1965. The information will be used to process and adjudicate your reappraisal request and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Faculty Council Office, York University, N926 Ross Building, 4700 Keele Street, Toronto, ON M3J 1P3, 416-650-8193.