

REAPPRAISAL OF GRADED TERM WORK Haskayne School of Business

1. INSTRUCTIONS

Students with sufficient academic grounds may request a reappraisal of a term work (term paper, essay, test, midterm, etc.). <u>Non-academic grounds are not relevant for grade reappraisals.</u> 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 within 2 business days of speaking to the instructor or coordinator. Students acknowledge by submitting this form that the grade being reappraised may be raised, lowered, or remain the same as a result of the reappraisal.		
2. STUDENT Send COMPLETED form	m to: hsbdfedocs@haskayne.ucalgary.ca	
The original term work must be submitted as part of the rework when appropriate. Check off the correct box: Original work included Name of Assessment (e.g. Lab 1, Assignment 2, Quiz 3.):	Original work is with the cours	
Name:(Last)		
(Last)	(First) Email:	@ucalgary.ca
Student's Faculty:	Instructor's Name:	
Course Name and number:	Section:	
Date when notified about grade:	(dd/mm/yy)	
Date of discussion of term work with the course coordinator/instructor: (dd/mm/yy)		
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:	(dd/mm/yy)
3. ASSOCIATE DEAN OR DESIGNATE		
The student has requested reappraisal of the term work in respond to a request for reappraisal within 10 business day the questions given below are to be completed and signat A copy of the form will be returned to the student.	s of its initiation. Upon completion	on of the reappraisal,
Original Grade: Grade After Reappr	aisal:	
Comments for the student, if any:		
Associate Dean Signature	Date:	