

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.). Non-academic grounds are not relevant for grade reappraisals. The student shall discuss the term work with the instructor/course coordinator 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, because of the reappraisal.

2. STUDENT COMPLETE this section and email to hsbdfedocs@haskayne.ucalgary.ca	
The original term work must be submitted as part of the reappraisal request, along with the instructions for the term work when appropriate. [] Original work & instructions included [] Assessment & rubric on D2L or with instructor	
Name of Assessment (eg. Lab 1, Assignment 2, Quiz 3):	
Name:	
(Last)	(First)
Student ID #:	Email:@ucalgary.ca
Student's Faculty:	Instructor's Name:
Course Name & Number:	Section:
Date when notified about grade:	(dd/mm/yy) Date of discussion of term work with
[] instructor:(dd/mm/yy) [] course coordinator, if applicable:(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. Please note that according the <u>undergraduate grading system</u> , generally completing the requirements of the assessment is considered satisfactory or good. It is not equivalent to a 'perfect' score, A letter grade of A or A+ is one that goes beyond the <i>anticipated</i> requirements.	



REAPPRAISAL OF GRADED TERM WORK Haskayne School of Business

3. AREA CHAIR COMPLETE this section and email to hsbdfedocs@haskayne.ucalgary.ca The student has requested reappraisal of the term work in the course indicated above. Normally, Haskayne will respond to a request for reappraisal within 10 business days of its initiation. Upon completion of your reappraisal, fill in the fields below, sign, and return to the AD Undergraduate through the email above. A copy of this form will be returned to student. Original Grade of Assessment: ______ Recommended Grade After Reappraisal: ______ Comments for the student, if any: Area Chair Name: _____ Area Chair Signature: _____ Date: _____ (dd/mm/yy) 4. ASSOCIATE DEAN OR DESIGNATE [] Original Grade Upheld [] Assessment Grade Reappraised as Comments for the student, if any: Associate Dean Name: _____ Associate Dean Signature: _____ Date: ______ (dd/mm/yy) Routing upon completion: 1. Instructor 2. Area Chair if Change of Grade Required, for final grade 3. Undergraduate Procedures Advisor 4. Student Note: Students, the formal Haskayne Appeals Procedure may be found here for further background:

Procedures of Appeals of Academic Assessment and Graded Term Work.