



Grade Reappraisal Request

[Department/School's Name]

Regulations & Guidelines:

- Students may, with sufficient academic grounds, request that a final grade 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.**
- Prior to submitting a grade reappraisal request, students are normally expected to first contact the course 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.
- In the event that students are still not satisfied with the final grade **or** the course director is not available to review the work, they may submit in writing a formal request for a grade reappraisal to the department or unit in which the course is offered.
- The original work in question, along with the instructions for the assignment, must be submitted as part of the reappraisal request.
- If the condition of sufficient academic grounds has been met, the relevant faculty administrator will be responsible for ensuring that the work is reappraised by an appropriate faculty member, ensuring anonymity of both the student and the reappraiser.
- The reappraiser will be given the nature of the assignment and the rationale for the original grade.
- Both the student and the course director will be informed in writing of the results of the reappraisal (including the reappraiser's comments) and the route of appeal*.
- **Deadline:** 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. When a submission deadline occurs on a weekend or holiday, requests will be accepted up until the end of the next available business day. Exercising discretion about minor delays in meeting the deadline which result from slow mail delivery or extraordinary circumstances is reasonable.
- More information on the York University grade reappraisal policy can be found at <http://www.registrar.yorku.ca/services/grades/policy.htm>.

** 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...** Appeals must be submitted within 21 days of notification of the decision. (<http://www.registrar.yorku.ca/services/grades/policy.htm>).*



Grade Reappraisal Request

[Department/School's Name]

Please complete the following information:

1. Personal Information (please print)				
Student Number:		Home Faculty:		
Last Name:		First Name:		
Mailing Address:				
City:		Province:		Postal Code:
Telephone:		E-mail:		
<p>Keep your information up-to-date! Make sure we have your current contact information. Visit My Personal Info on the My Student Records section of the Current Students Web Site at www.yorku.ca/yorkweb/currentstudents/mystudentrecords</p>				

2. Course Information (please print)							
Faculty:	AP	Rubric: e.g. ANTH		Course #:		Credits: e.g. 3.00	
Section: e.g. A; M		Term: e.g. F; Y		Session/Year:			
Course Title:							
Course Director:							
Teaching Assistant:							
Final Course Grade:							

3. Reappraisal Information – Tangible Work (please print)					
List of work to be reappraised e.g. Final Exam, Essay #1, etc.	Has the written work been submitted with this application? <i>(please check)</i>			Grade Obtained	Weight (%) of Final Grade
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On file (unit)		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On file (unit)		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On file (unit)		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On file (unit)		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On file (unit)		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On file (unit)		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On file (unit)		

If you require additional space to list tangible work, please attach a second copy of this page to your reappraisal request.

Reappraisal #: _____



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4. Has the work already been reappraised by the Course Director?	
<input type="checkbox"/> Yes	<u>If yes, what was the outcome?</u>
<input type="checkbox"/> No	<u>If no, why not?</u>

5. What is the reason for the grade reappraisal request?
<p>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. <u>Non-academic grounds are not relevant for grade reappraisals.</u></p> <p>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.</p>

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 faculty member 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.

6. Signature and Declaration	
<p>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.</p>	
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.

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Grade Reappraisal

[Department/School's Name]

For Office Use Only: Reappraisal Information			
Reappraisal Number:		Date Received:	
Assigned Reappraiser:		Date Assigned:	
Date reappraisal was given to Reappraiser:			
Date reappraisal was received back from Reappraiser:			
Date results were reviewed by Chair/UPD/designate:			
Date decision letter was sent to the Student:			

Note: The full grade reappraisal process may take approximately 6 to 8 weeks to complete administratively. Once an appropriate faculty member 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.

For Office Use Only: Tangible Work				
List of work submitted for reappraisal e.g. Final Exam, Essay #1, etc.	Original Grade	Weight (%) of Final Grade	Reappraisal Results	Reappraised Grade
			<input type="checkbox"/> Raised grade <input type="checkbox"/> Lowered grade <input type="checkbox"/> No change	
			<input type="checkbox"/> Raised grade <input type="checkbox"/> Lowered grade <input type="checkbox"/> No change	
			<input type="checkbox"/> Raised grade <input type="checkbox"/> Lowered grade <input type="checkbox"/> No change	
			<input type="checkbox"/> Raised grade <input type="checkbox"/> Lowered grade <input type="checkbox"/> No change	
			<input type="checkbox"/> Raised grade <input type="checkbox"/> Lowered grade <input type="checkbox"/> No change	
			<input type="checkbox"/> Raised grade <input type="checkbox"/> Lowered grade <input type="checkbox"/> No change	
			<input type="checkbox"/> Raised grade <input type="checkbox"/> Lowered grade <input type="checkbox"/> No change	

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Grade Reappraisal

[Department/School's Name]

Reappraiser's Comments:

A statement by the Reappraiser has been:

Included above

Attached

Reappraiser's Signature:

Date:

Chair/Undergraduate Program Director/Designate's Comments:

Is a statement from the Chair/UDP/Designate attached?

Yes

Included above

No, not applicable

Signature of Chair/UPD/Designate:

Date:

Has a grade change been submitted?

Yes

No, not applicable

Date:

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