

Request for Reappraisal

Assignment, Examination, Paper, or Supplementary Evaluation



GENERAL INSTRUCTIONS

The purpose of a reappraisal is to determine if the original grade given can be justified, not to determine if another grade is possible. A grade may be lowered, raised or left the same as the result of a reappraisal.

Deadlines: In the case of an assignment or supplementary evaluation, this notice shall be delivered to the Associate Dean within two weeks of the grades being made available to students. **In the case of a Final Examination or a 100% paper this notice shall be delivered by February 15 for Fall term courses and by June 15 for Winter term courses.**

Before submitting two copies of this form to the Associate Dean of Law, students should, where possible, and solely for the purposes of seeking further clarification and feedback, discuss the matter with the instructor concerned.

TRU STUDENT NUMBER

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PERSONAL DATA (PRINT CLEARLY)

SURNAME (legal)		
FIRST NAME (legal)		FULL MIDDLE NAME(S) (legal)
MAILING ADDRESS (INCLUDE BUZZER CODE IF APPLICABLE)		
CITY/TOWN/VILLAGE		
PROVINCE/STATE	POSTAL CODE/ZIP	COUNTRY
HOME TELEPHONE NUMBER	OTHER TELEPHONE NUMBER	
AREA CODE	AREA CODE	LOCAL
EMAIL ADDRESS (print clearly)		

COURSE NUMBER	COURSE NAME
COURSE SECTION	INS

INSTRUCTOR'S NAME

Where do you believe a mistake was made in the grading of your assignment, examination, paper or supplementary evaluation? Failure to complete this section with specific detail will result in this form not being processed. Attach additional pages of explanation, if required.

REQUEST REAPPRAISAL FOR:

- Assignment
 Examination
 Paper
 Supplementary Evaluation

STUDENT'S SIGNATURE	DATE
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DEAN OF LAW

The student has requested reappraisal of a grade given to the assignment, examination, paper or supplementary evaluation indicated above. Normally, the faculty will respond to a request for reappraisal within thirty days of its initiation. Upon completion of the reappraisal the questions given below are to be completed and signatures obtained. A copy of the form will be returned to the

RESULTS OF REAPPRAISAL

	Final Examination Mark (if applicable)	Final Grade
Original Grade		
Reappraisal Grade		

ASSOCIATE DEAN'S SIGNATURE	DATE
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DEAN'S SIGNATURE	DATE
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