Reappraisal of Graded Term Work

Here are the steps you need to take:

- Within 15 days of receiving your mark for your term paper, essay, test, etc. discuss your mark with the instructor.
- If you are not satisfied with the result of this discussion immediately contact the Head of the Department, or Area Chair offering the course who will arrange for a reassessment of your work within the next 15 days.
- If there is no department head then the Associate Dean of Student Affairs of the Faculty offering the course should be contacted instead.
- The results of the reassessment should be given to you in writing.
- It is important to realize that your mark may go up, down, or stay the same as a result of the reassessment. As per the calendar guidelines, “There is no limit to the number of times that a student may request a reappraisal of term work.” (p. 46)

- Final Grade Reappraisals please refer to the Academic Calendar for further details. For the 2011-2012 academic year, refer to pages 46-47.

- Students can continue the appeal process by writing to the Dean within 15 days of receiving the Department Head’s reassessment.

- The student must state in the letter: 1) the decision being appealed; 2) the grounds for appeal; 3) the outcome sought and any special circumstances that apply.

- The Dean can sometimes resolve the situation on his own or he may forward your appeal request to the Faculty Appeals Committee (FAC).

- The FAC can choose to not hear an appeal. If you have been granted an appeal hearing please pick up a copy of the handout “Faculty Appeals Committees” from the Ombuds office. We also provide a detailed handout on writing an Appeal Letter.

I want to request a reappraisal of my grade...what do I do?
Reappraisal of a Final Grade

Here are the steps you need to take:

- In an appeal of a final grade, the only elements that will be considered are the grading of the final examination, if any, together with the recalculation of the weighted components that make up the final mark.

- First, you need to see the final examination available at the faculty or department office.

- Next go to the Registrar’s office and obtain the form “Request for Reappraisal of Final Grades”. The form can also be found online at http://www.ucalgary.ca/registrar/forms_students/.

- On the form you will be required to indicate exactly what error was made in marking the final examination and/or in computing the final grade and where the error can be found.

- Your form will not be processed unless you can provide a detailed rationale that outlines where and for what reason the error has occurred.

- Pay very close attention to the dates in the calendar for deadlines! For 2011/12 the dates are as follows (excluding Law courses): Fall Session – March 1, Winter Session – June 30, Spring Session – August 15, Summer Session – October 15. (pg. 47)

- The form is then sent from the Registrar to the faculty/department and dealt with usually by the department head or associate dean in consultation with the staff.

- Normally they will respond to you within 30 days of your initiating the request.

- After the reappraisal has been completed they will return the form to the registrar who will notify you of the result in writing.

- Keep in mind your mark can go up, down, or remain the same.

If you are still not satisfied you may appeal the decision and the steps are the same as above for beyond the departmental level. Simply disliking one’s grade does not constitute grounds for appeal.

Note: The purpose of this handout is to help students in understanding the grade reappraisal process. There is NO GUARANTEE that the student will achieve the outcome they seek. This document is not meant to replace information in the Calendar. Please refer to pages 46/47 of the University of Calgary Calendar 2011/12.