

REAPPRAISAL OF FINAL GRADE OR GRADED TERM WORK FORM

Personal information provided on this form is collected under the authority of the *Post-Secondary Learning Act* and the *Freedom of Information and Protection of Privacy Act* of Alberta. It is required to apply for a reappraisal of a final grade or graded term work. Questions regarding this form may be directed to the Manager, Judicial and Academic Affairs, Office of the Vice President Academic and Provost Office, Red Deer Polytechnic, 100 College Blvd., Box 5005, Red Deer, AB T4N 5H5. Telephone 403.343.4066. Email: policy@rdpolytech.ca

INSTRUCTIONS

- Before you complete this Form, please review the [Reappraisal of Final Grade Procedure](#) or the [Reappraisal of Graded Term Work Procedure](#).
- Complete sections #1 through #3 of this form fully and accurately. If you need more space, attach additional pages to this Form. Provide your completed Form to the Associate Dean of the School offering the course that relates to your reappraisal request. You may provide the form via email. A list of contact information for Associate Deans is attached.
- Students and Associate Deans may type their signature in the appropriate box. It will be accepted as if it is a handwritten signature.

NOTE: Reappraisal requests may be denied if detailed reasons are not provided in this Form, or if the request is found to be baseless.

SECTION 1 STUDENT PERSONAL INFORMATION

LAST NAME	FIRST NAME	RDP ID NUMBER
STUDENT'S PROGRAM	TERM and YEAR (e.g. Fall/ Winter)	COURSE NAME AND NUMBER
NAME OF INSTRUCTOR	STUDENT EMAIL ADDRESS	STUDENT PHONE NUMBER

SECTION 2 STUDENT-INSTRUCTOR REVIEW

<p>SELECT ONE:</p> <p><input type="checkbox"/> I am requesting a reappraisal of a final grade OR <input type="checkbox"/> I am requesting a reappraisal of graded term work</p>
<p>SELECT ONE:</p> <p><input type="checkbox"/> I met with my instructor on this date: OR <input type="checkbox"/> I did not meet with my instructor because:</p>

SECTION 3 BASIS FOR REAPPRAISAL

Where do you believe a mistake was made in the grading of your term work or in the calculation of your final mark? If you do not provide detailed reasons for your reappraisal request, it may be rejected. If you need more space, attach additional pages to this Form.

STUDENT SIGNATURE	DATE	DATE RECEIVED BY ASSOCIATE DEAN
-------------------	------	---------------------------------

SECTION 4 TO BE COMPLETED BY AN ASSOCIATE DEAN OF THE SCHOOL OFFERING THE COURSE

FOR REAPPRAISAL OF FINAL GRADE ONLY

The student has requested a reappraisal of the final grade in the above-referenced course.

Results of Reappraisal

Original final grade	
Grade following the reappraisal	

Regarding the reappraisal, the student and instructor should be advised of the following:

ASSOCIATE DEAN SIGNATURE	DATE
--------------------------	------

Program List

UPDATED for 2022-23

School of Arts and Culture

Program	Dean	Associate Dean
Academic Upgrading	Jonathon Penny Room 2203B 403-342-3319	Dan Haas Room 2203J 403-357-3675
Bachelor of Applied Arts - Animation and Visual Effects (AVFX)	Jonathon Penny Room 2203B 403-342-3319	Robbie Halonen Room 2900-B 403-342-3385
Bachelor of Applied Arts - Film, Theatre and Live Entertainment (FTLE)	Jonathon Penny Room 2203B 403-342-3319	Robbie Halonen Room 2900-B 403-342-3385
Bachelor of Arts and Bachelor of Science - Psychology	Jonathon Penny Room 2203B 403-342-3319	Dan Haas Room 2203J 403-357-3675
Bachelor of Arts - University Transfer (9 majors)	Jonathon Penny Room 2203B 403-342-3319	Dan Haas Room 2203J 403-357-3675
Bachelor of Fine Arts -ok University Transfer	Jonathon Penny Room 2203B 403-342-3319	Robbie Halonen Room 2900-B 403-342-3385
Justice Studies	Jonathon Penny Room 2203B 403-342-3319	Dan Haas Room 2203J 403-357-3675
Open Studies	Jonathon Penny Room 2203B 403-342-3319	Dan Haas Room 2203J 403-357-3675
University Arts Diploma	Jonathon Penny Room 2203B 403-342-3319	Dan Haas Room 2203J 403-357-3675
Visual Arts	Jonathon Penny Room 2203B 403-342-3319	Robbie Halonen Room 2900-B 403-342-3385

Donald School of Business, Science, and Technology

Program	Dean	Associate Dean
Administrative Professional	Nancy Brown Room 2510-F 403-343-4083	Lisa Verbisky Room 2900-A 403-357-3689
Bachelor of Business Administration	Nancy Brown Room 2510-F 403-343-4083	Lisa Verbisky Room 2900-A 403-357-3689
Bachelor of Commerce University Transfer	Nancy Brown Room 2510-F 403-343-4083	Lisa Verbisky Room 2900-A 403-357-3689
Bachelor of Science - All Majors	Nancy Brown Room 2510-F 403-343-4083	Robbie Halonen Room 2900-B 403-342-3385
Bachelor of Science Engineering University Transfer	Nancy Brown Room 2510-F 403-343-4083	Robbie Halonen Room 2900-B 403-342-3385
Bachelor of Science in Biological Sciences	Nancy Brown Room 2510-F 403-343-4083	Robbie Halonen Room 2900-B 403-342-3385
Business Administration	Nancy Brown Room 2510-F 403-343-4083	Lisa Verbisky Room 2900-A 403-357-3689
Engineering Technologies	Nancy Brown Room 2510-F 403-343-4083	Lisa Verbisky Room 2900-A 403-357-3689
Human Resources Management Graduate Certificate	Nancy Brown Room 2510-F 403-343-4083	Lisa Verbisky Room 2900-A 403-357-3689
Legal Assistant Diploma,	Nancy Brown Room 2510-F 403-343-4083	Lisa Verbisky Room 2900-A 403-357-3689
Management Certificate	Nancy Brown Room 2510-F 403-343-4083	Lisa Verbisky Room 2900-A 403-357-3689

School of Community, Wellness and Health

Program	Dean	Associate Dean
Bachelor of Science, Nursing	Sharon Hamilton Room: 1509i 403-314-2445	Daphne Kennedy Room: 1219 403-314-2451
Kinesiology and Sport Studies	Sharon Hamilton Room: 1509i 403-314-2445	Terri Granigan Room: 1509E 403-342-3169
LPN to BScN Transition (Starting in Spring 2023)	Sharon Hamilton Room: 1509i 403-314-2445	Daphne Kennedy Room: 1219 403-314-2451
Medical Laboratory Assistant	Sharon Hamilton Room: 1509i 403-314-2445	Terri Granigan Room: 1509E 403-342-3169
Occupational and Physical Therapist Assistant	Sharon Hamilton Room: 1509i 403-314-2445	Terri Granigan Room: 1509E 403-342-3169
Pharmacy Technician	Sharon Hamilton Room: 1509i 403-314-2445	Terri Granigan Room: 1509E 403-342-3169
Social Work	Sharon Hamilton Room: 1509i 403-314-2445	Terri Granigan Room: 1509E 403-342-3169
Practical Nurse	Kim Hogarth Room: Downtown 423 403-357-3619	Taren Taylor Room: Downtown 428 403-314-2477
Pre-Health Sciences	Kim Hogarth Room: Downtown 423 403-357-3619	Taren Taylor Room: Downtown 428 403-314-2477

Division of Extended Education

Program	Dean	Associate Dean
Health Care Aid Cert.	Kim Hogarth Room: Downtown 423 403 357-3619	Taren Taylor Room: Downtown 428 403 314-2477
Medical Office Assistant	Kim Hogarth Room: Downtown 423 403 357-3619	Taren Taylor Room: Downtown 428 403 314-2477

School of Education and Trades

Program	Dean	Associate Dean
Automotive Service Tech,	Joel Gingrich Room: 2915M 403 342-3456	Dave Pye Room: 2915B 403 343-4005
Bachelor of Education	Joel Gingrich Room: 2915M 403 342-3456	Dave Elwood Room: 2510E 403 342-3204
Carpenter	Joel Gingrich Room: 2915M 403 342-3456	Dave Elwood Room: 2510E 403 342-3204
Cook	Joel Gingrich Room: 2915M 403 342-3456	Dave Elwood Room: 2510E 403 342-3204
Early Learning and Child Care	Joel Gingrich Room: 2915M 403 342-3456	Dave Elwood Room: 2510E 403 342-3204
Educational Assistant	Joel Gingrich Room: 2915M 403 342-3456	Dave Elwood Room: 2510E 403 342-3204
Electrician	Joel Gingrich Room: 2915M 403 342-3456	Dustin Quirk Room 2606-D 403-343-4022
Gasfitter	Joel Gingrich Room: 2915M 403 342-3456	Dave Pye Room: 2915B 403 343-4005
Heavy Equipment Tech	Joel Gingrich Room: 2915M 403 342-3456	Dave Pye Room: 2915B 403 343-4005
Industrial Mechanic Millwright	Joel Gingrich Room: 2915M 403 342-3456	Dave Pye Room: 2915B 403 343-4005
Instrumentation and Control	Joel Gingrich Room: 2915M 403 342-3456	Dustin Quirk Room 2606-D 403-343-4022
Locksmith	Joel Gingrich Room: 2915M 403 342-3456	Dave Pye Room: 2915B 403 343-4005
Parts Tech	Joel Gingrich Room: 2915M 403 342-3456	Dave Elwood Room: 2510E 403 342-3204
Plumber	Joel Gingrich Room: 2915M 403 342-3456	Dave Pye Room: 2915B 403 343-4005
School Within a College (AST, Welder, & possible new trades)	Joel Gingrich Room: 2915M 403 342-3456	Dave Pye Room: 2915B 403 343-4005
Sprinkler System Installer	Joel Gingrich Room: 2915M 403 342-3456	Dave Pye Room: 2915B 403 343-4005
Steamfitter-Pipefitter	Joel Gingrich Room: 2915M 403 342-3456	Dave Pye Room: 2915B 403 343-4005
Welder	Joel Gingrich Room: 2915M 403 342-3456	Dave Pye Room: 2915B 403 343-4005