



Red Deer Polytechnic
 100 College Blvd.
 Box 5005
 Red Deer, Alberta
 CANADA T4N 5H5
 Telephone: 403.342.3400
 E-mail:
deanofstudents@rdpolytech.ca

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 Dean of Students, Red Deer Polytechnic, 100 College Blvd., Box 5005, Red Deer, AB T4N 5H5. Telephone 403.342.3578. Email: deanofstudents@rdpolytech.ca

INSTRUCTIONS

- Before you complete this Form, please review the [Reappraisal of Final Grade Procedure](#) and [Reappraisal of Graded Term Work Procedure](#). You have the right to contact the RDP Students' Association Governance and Student Support Coordinator at (403) 342-3200 or sagov@rdpolytech.ca for assistance.
- 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 also email it to deanofstudents@rdpolytech.ca
- 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'S EMAIL ADDRESS	STUDENT'S PHONE NUMBER

SECTION 2 STUDENT-INSTRUCTOR REVIEW

SELECT ONE:
 I am requesting a reappraisal of a final grade **OR** I am requesting a reappraisal of graded term work

SELECT ONE:
 I met with my instructor on this date: **OR** I did not meet with my instructor because:

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