

# Final Grade Reappraisal/Reconsideration Office of the Registrar

Ontario Tech University 2000 Simcoe Street North, Oshawa, ON L1G 0C5 Canada

905.721.3190 ontariotechu.ca

What?	Use this form if you are seeking reappraisal/reconsideration of a final grade. It must be submitted within 10 working days after the release of the final grade. For a formal academic grade reappraisal, this form must be accompanied with proof of payment of a \$30 fee which is non-refundable unless the appraisal results in a higher grade. There is no fee required for a grade reconsideration on non-academic grounds. The Office of the Registrar will forward the completed form to the dean responsible for reassessing the grade.
Who?	You must complete, date and sign this form. The grounds for the reappraisal/reconsideration must be provided and supporting documents may be attached. You are encouraged to read the university's policies on grade reappraisals and reconsiderations.
When?	The processing time for grade reappraisals/reconsiderations depends on the nature of the reappraisal/reconsideration and faculty

involved. Generally, it is expected that a decision will be made within 20 working days of submitting the request.

 Last name
 First name
 Student Number

		I		I	I	I	
University student email address	Program		Term				

I am submitting this form for a:

○ Final grade reappraisal

○ Final grade reconsideration

### Course to be reappraised/reconsidered:

Semester Subject Course number Section Original grade Instructor
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## Grounds for reappraisal/reconsideration:

- □ I have read and understood the Grade Reappraisals and Appeals section of the university's Undergraduate Academic Calendar.
- I certify that the documents I have submitted are authentic and that the statements I have made are true. I acknowledge that the submission of false documents or statements is a violation of the university's Academic Regulations.

#### For academic reappraisal only:

- □ Proof of \$30 payment (attach accounting receipt).
- □ I have met with my instructor who assigned the mark and I am unable to resolve the issue(s).

#### For non-academic reappraisal only:

□ All supporting documentation, including the remedy being sought, has been included.

Academic work to be reassessed – Itemize and attach the academic work you wish to have reassessed, and any other documentation to support the appeal:

#### Student's signature

Date

#### This form will not be processed unless it is signed and dated.

For office use only								
Name of dean:	Date form submitted to dean:							
<b>55</b>	Grade changed to: tach Change of Grade form)	Date of decision						
Dean/delegate's signature	Date form returned to Office of the Registrar							

Personal information on this form is collected under the authority of the University of Ontario Institute of Technology Act, SO 2002, c. 8, Sch. O. and will be collected, protected, used, disclosed and retained in compliance with Ontario's Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. F.31. This information will be used for education, administrative and statistical purposes and to administer registration within the University. Questions regarding the collection of your personal information may be directed to the Registrar, 2000 Simcoe Street North, Oshawa, ON L1G 0C5, 905.721.3190, email: connect@ontariotechu.ca.

If you require this information in an alternative format due to disability, please email records@ontariotechu.ca.