
INSTRUCTIONS: Please review the Re-Read policy on available on our website at www.macdiv.ca

Name: _____ Student #: _____

Program & Level/Year: _____

Name of Course/Code: _____

Year and Term in which course was taken: _____

Instructor's Name: _____

Have you sought to clarify the reason for the grade with the course instructor?

YES: Please attach a copy of the response you received. If the response was oral, rather than written, please describe briefly.

NO: Please explain briefly why you have not attempted to do so.

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Description of work to be re-read: (e.g. essay, final exam)

Please provide a written rationale for your complaint:

Do you have the piece of work in your possession?

- YES** – Please attach the original and keep a copy for your own records.
- NO**

A WORD OF CAUTION
A Re-Read can result in your mark being reduced
or it may be increased,
or the mark may stay the same.