

## Application for a Re-read

**Note:** Please review the Re-Read policy available on our website at [.macdiv.ca](http://macdiv.ca)

**Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**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.

Please **describe** the work submitted for re-examination: (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 a lower mark.

Approved by (Dean/Designate): \_\_\_\_\_