

Note: Please review the Re-Read policy available at www.macdiv.ca

Name: _____ Student ID #: _____

Signature: _____ Date: _____

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 may result in a lower mark.

Approved by Dean/Designate: _____ Date: _____