

Petition for Academic Grade Appeal Stage Two – Re-read

Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498 registration@msvu.ca

Complete this form, and provide all necessary documentation, if you have finished Stage One and are unsatisfied with the results. This form must be submitted within two weeks of the completion of Stage One.

By initiating a re-read, the student forfeits the grade originally assigned and understands that a grade will be assigned as a result of the re-read process. Grades may go down as well as up, and the grade decision reached after a re-read is final.

Student ID#	Last Name	First Name(s)		
Apartment/Street		Town/City	Province	Postal Code
Date of Birth	() Phone Number	Mount Email Address		
Course Information				
Course (including section number)		Academic Academic	Term and Year	
Faculty Name		 Unit Value		
I have discussed m	y final grade with faculty:	□ Yes □ No		
Faculty Signature				
Originals of	g the following necessary dod all graded materials opy of all graded materials	cumentation:		
(Originals & photoco	opies must be received befor	e Registrar's Office can procee	d with your appeal)	
Please provide reas	sons/explanation for your App	peal below:		
Date		Student Signature		

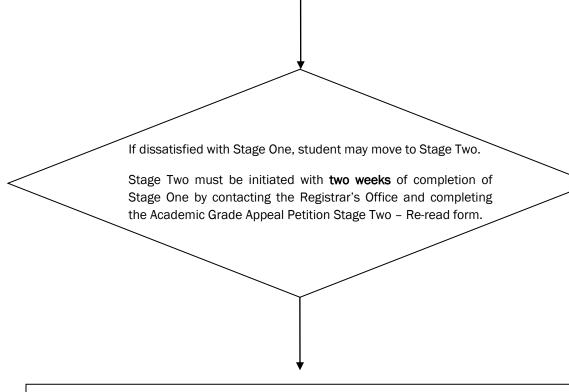
Academic Appeals Procedures

Stage One Informal Grade Query

Students with a grade concern must approach the faculty member to discuss the grade.

The faculty member will conduct a grade analysis if requested.

This stage will occur within **two weeks** of the notification of the grade.



Stage Two Re-Read

This involves reconsideration of the student's coursework, including final examination, if any.

Student must be prepared to submit the following:

- Originals of all graded materials
- One photocopy of the graded materials
- Completed Academic Grade Appeal Petition Stage Two Re-read Form

NOTE: Student forfeits original grade and the final grade is assigned as a result of the re-read. The Registrar conveys results of re-read to the student, faculty member and appropriate dean.

Timeline: three weeks

The re-read is final.

There is no avenue for further appeal of a grade.