

SFU School of Criminology Request for Reconsideration of Grade

First Name: _____ Last Name: _____
Student Number: _____ SFU Email Address: _____
Telephone Number: _____
Semester: _____ Course: _____ Section: _____ Tutorial Section: _____
Instructor: _____ Teaching Assistant (TA), if applicable: _____

Reason For Request:

1. I am requesting reconsideration of my grade for (note: students must submit a different form for each grade they wish to have reconsidered):

Midterm Examination

Final Examination

Written Assignment

- Presentation
- Class Engagement (e.g., tutorial participation)
- Final Letter Grade
- Other: _____

2. The grade I received was: _____

3. I am requesting reconsideration of the above grade because:

There has been an arithmetical error in calculating the grade.

- The grading criteria set out at the beginning of the course were not adhered to.
- The marker has not appropriately credited material presented in the assignment.
- Other: _____

4. Please include details about the request identified in Question 3 and attach all relevant coursework returned to you.

Please provide further details in the space below:

- I understand my grade may increase, decrease, or stay the same as a result of this review.

Student's Signature: _____ Date: _____

Received by: _____ Date: _____

Reminders and Instructions for Students

- Appeals must be made in a timely manner normally within 10 days of receiving the information” (s. 2.4.2) or “release of the final grade” (2.4.3)
- “The reconsideration of a grade may result in the grade being raised, lowered or remaining unchanged” (s. 2.4.4. SFU’s [Grading and the Reconsideration of Grades T20.01](#))
- Email this form to the Instructor to initiate the request for reconsideration of grade process. You will receive, in normally no more than 10 business days, a written response.
- 2.4.5 “In the event that a Student is unable to contact the Instructor, or does not receive a timely reply from the Instructor, or wishes to pursue further a request for reconsideration of a grade not receiving a response from the Instructor, the Student may present in writing his/her request [via completing and emailing the School of Criminology *Formal Grade Appeal to the Associate Director, Undergraduate Programs* at crimugrd@sfu.ca] and supporting reasons for it to the Chair. Such a request will normally be submitted within 60 days of the release of grades”