

Request for a Formal Review of Course Marks

Faculty of Engineering and Applied Science
Student Services Office



Submit to: Rm 300, Beamish-Munro Hall
Fax: 613-533-2721

Please print NEATLY. Please ensure that ALL sections of the form are completed.

Please read carefully before completing this form

A student may request a review of any grade assigned in a course subject to the marking scheme set out by the instructor. It is the responsibility of the student to preserve all original graded material (assignments, papers, etc.) to present for the review.

Prior to submitting a **Request for a Formal Review of Course Marks**, the student should request an informal review with the instructor concerned. A request for informal review of term work must be made within 10 working days of the grade being released.

Following the informal review, a student may apply to the Associate Dean (Academic) in the Faculty of Applied Science for a Formal Review of term work in a course. The request for a review of term work must be submitted by the student within 10 working days of receiving the mark (original or reconsidered) from the instructor. The reconsideration of the work in question will be undertaken by two reviewers, normally, the instructor and the Head (or appropriate delegate chosen by the Head) of the Department responsible for the course.

Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student's file, will be used to process this request, and will be shared with Queen's personnel who need the information to perform their duties. If you have any questions about the information collected or how it will be used, please contact the Freedom of Information and Protection of Privacy Coordinator, Faculty of Engineering and Applied Science, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.

Student Number:	Student Name:	Student Queen's Email:
Current Year of Study:	Program:	Option:
Course Code and Number:	Term Taken:	Year Taken:
Current Mark:	Instructor's Name and Department:	
Please indicate the work to be reread:		
<input type="checkbox"/> Assignment/Paper <input type="checkbox"/> Midterm Examination <input type="checkbox"/> Final Examination <input type="checkbox"/> Other (specify)		
Reason for Request for a Formal Review:		
Additional Documentation: Supporting documentation attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Student Signature:	Date:	

PLEASE CONTINUE TO PAGE TWO

Faculty and Department Office Use Only	Date Received:	Department:	Instructor Name:
	<i>Procedures for the Formal Review:</i>		
	<p>The Formal Review will involve a rereading of the work in question and a review of the student's class record. The decision arising from the Formal Review must be conveyed to the student within 10 working days of the reviewing committee receiving all material relevant to this request.</p>		
	Please provide any relevant details of the Formal Review:		
	Date of Decision:	Original Mark Received:	New Mark Received:
Name of Instructor (or delegate):		Signature of Instructor or delegate:	
Name of Department Head (or delegate)		Signature of Department Head (or delegate):	