



Registrar's Office
Room 130, 6299 South Street
Henry Hicks Academic Administration Bldg
PO Box 15000 Halifax, NS B3H 4R2

Request for Reassessment of Final Grade

PLEASE READ THE FOLLOWING CAREFULLY BEFORE PROCEEDING

If you have questions about your final grades we strongly encourage you first to speak with the course instructor. You can also discuss your final grade with the chair of the department, director of the school/college, dean of your faculty or a student advocate without having to submit a reassessment of a final grade form. Please also review whether an Academic Waiver is the best option for your case.

Reassessment of a final grade is the formal process in which the Registrar's Office forwards the request to the Dean of the Faculty or the director of the school/college offering the class. A final grade must have been recorded on your academic record and you must indicate a particular component of the class that can be re-evaluated by a person or persons who did not perform the original evaluation. A component is, for example, a final exam, midterm exam, paper, assignment or quiz. Along with the selection of a component to be re-evaluated you must provide your reasons as to why you feel that particular component needs to be re-evaluated.

There is a \$50 fee for a final grade reassessment which is refundable if your request is successful and a change to your final grade is made to your academic record. Please note: a grade can increase or decrease as an outcome of this process.

Students in the Faculty of **Dentistry**, Faculty of **Law**, Faculty of **Medicine**, and the School of **Architecture** have a separate process.
Please contact your Faculty or School administration to determine next steps.

Please note: Once the Registrar's Office has sent your request to the Faculty, School, or Department, further inquiries about the status of your request should be made to the designated contact who will be copied to you when we forward the request.

Student #	B						
Name _____							
Email _____							
<p>1) Please visit our Grade Reassessment Fee page to pay the \$50.00 Grade Reassessment fee.</p> <p>2) Submit this form and supporting documentation to the Office of the Registrar (ro.records@dal.ca).</p> <p>Deadline dates for submission of request: Fall classes-----March 1 Winter and Full-year classes-----July 1 May-June classes-----September 1 July-August and May-August classes-----November 1</p>							

Component to be Reassessed

Academic Term	Subject/Class Number/Section	Original Grade	Original Grade Component to be reassessed (e.g. Exam, paper, etc.)
Grounds for reassessment			

Please attach supporting documentation.

Unless it is a final exam, please attach the component to be reassessed by a third party. Once the Registrar's Office receives the results of the reassessment, we will notify you by email to your Dalhousie email account.

Student's signature: _____

Date: _____

Step 1 - ro.records@dal.ca to forward in no more than 3 business days upon receipt Forwarded to Dean/Director, Faculty/School/College	Date:
Step 2 - Faculty/Dept/School to forward in no more than 3 business days Forwarded to Chair, Department of	Date:
Step 3 To be completed by department and returned to the Registrar's Office Old Final Grade: _____ New Final Grade: _____ Final Grade not Changed: _____ The Reassessment scope impacts timeline, but should be limited to no more than 10 business days where possible Chair of Department Name: _____ Signature: _____	Date:
Step 4 - RO to process in no more than 3 business days Registrar's Office: Processed by: _____	Date:
Step 5 - Follows Step 4 timeline Student Notified: _____	Date: