



UNIVERSITY OF TORONTO
FACULTY OF KINESIOLOGY & PHYSICAL EDUCATION

Request for Appeal of Final Grade

Name: _____ Student Number: _____

UT+ Email: _____ Phone: _____

Course: _____ Session: _____ Instructor: _____

For which of the following are you requesting an appeal:

Term Work (specify evaluation component): _____ Final Grade

Please list any new documents that have not been submitted in a previous petition:

Grounds for Appeal (attach a separate sheet if necessary):

I have read and understand the KPE Guidelines for Grade Review Policy. I understand that no additional requests to re-evaluate this work will be considered by the Director.

Name: _____ Signature: _____ Date: _____

KPE Guidelines for Grade Review Policy

As a final step in the KPE grade review process, if the student is not satisfied with the reread by the course instructor, they may appeal to the Director, Undergraduate Studies. An appeal must be made in writing, using the KPE Request for Appeal of Final Grade form within three weeks of the results of the recheck or reread. Similar to the KPE Request for Reread of Final Examination form, the student will be asked to explicitly state the part(s) of the evaluation where they have evidence that additional marks are warranted and to provide a rationale for the request. In addition, the mark appeal must include a summary of all previous communications with the marker and/or instructor.

The Director will evaluate the arguments submitted in the appeal. If the Director considers that there are no substantive reasons to initiate re-evaluation, then this judgment will be communicated to the student. If the Director considers that a re-evaluation is appropriate, he or she will solicit an independent reader for this purpose. The independent reader will be given an anonymous copy of the work and will not know the mark that was assigned originally. The re-evaluation will be carried out in accordance with the marker/ instructor's original grading scheme and take into account the nature and level of the course. The re-evaluation will involve the entire piece of work and can result in a raised mark, a lowered mark or no change. In submitting this request, the student acknowledges that no further requests to re-evaluate this work will be considered by the Director.

In submitting the appeal, the student agrees to the terms and conditions stated above.

NOTE: In the case where the mark appeal is for a course instructed by the Director, Undergraduate Studies, the appeal will be directed to the Vice-Dean, Academic Affairs.

Notice of Collection - Freedom of Information and Protection of Privacy Act

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of keeping track of missed examinations by the Faculty of Physical Education and Health. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions, please refer to www.utoronto.ca/privacy or contact the University's Freedom of Information and Protection of Privacy Office at 416 946-5385, Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1

For Office Use Only

Received by: _____ Date Received: _____

Decision of Council

No Change Change Final Mark To: _____

Name: _____ Signature: _____ Date: _____