

Re-Read Policy
Department of History
as approved by the Department March 14, 1994.
based on Faculty Guidelines for such a policy
Revised 6 October 2014

1. The deadlines for re-reads of all work other than final exams is four weeks after the return of the graded assignment. The reread is normally completed within four weeks of the request for the reread.
2. Reassessments of any assignment other than a term paper or a mid-term exam and having a weight of less than 10% in the final grade for the course, are conducted solely by the instructor. The request for such a reassessment is to be made to the instructor.
3. The request for a formal review must be made by the student in writing and should specify the reasons for the request. It is to be submitted to the Undergraduate Program Director (UPD).
4. Where the student was returned the original graded materials, the student will bring them to an appointment with the UPD. The UPD will clarify the rereads policy to the student, emphasizing that the assignment will be re-assessed with the corrections and mark intact, and that the mark may become higher, lower or remain unchanged.
5. The UPD will ask a second member of the Department competent in the assignment's area of study to review the original assignment and to grade it.
6. The second reader is given the original assignment, with the marginalia, corrections, summary comments and mark intact. The second reader is also to be given the student's letter, if the student has submitted one, specifying the reasons for the review of the grade, and any note from the instructor pertinent to the general nature of the course or the assignment (but not to the student's materials being reread).
7. It is the second reader's task to assess the appropriateness of the mark. The second reader should support his or her opinion of the original mark with a brief memorandum to the UPD.