

McGill University

Department of East Asian Studies

Application for Reread of Undergraduate Course Work

Student Name _____ ID Number _____

Course Number and Title _____

Instructor _____

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Reread Procedure

1. Students desiring their work to be re-evaluated shall first have a meeting concerning their assignment with the instructor.
2. If this discussion does not satisfy the student's desire for a reread, the student may contact the Undergraduate Program Director (UPD). The student will fill in this application form, signing the form to indicate that the meeting in item 1. above has occurred, and attaching the assignment with the corrections and marks intact.
3. The Undergraduate Program Director (UPD) will send this form to the instructor for counter-signature. In the event that the instructor claims that the meeting described in item 1. has not occurred, the Undergraduate Program Director (UPD) will bring the two parties together, and the process will not proceed until student and instructor have engaged in dialogue and tried to reach an agreement. After this discussion has taken place, if the student wishes, the process will move forward.
4. The reread will take place according to Faculty of Arts policies. Please note: New Faculty policy requires that a request for a reread must occur *within 10 working days* of the date of the return of course work. Students must use diligence in obtaining corrected work.
5. When the reread is complete, and the second reader has submitted a report, the Undergraduate Program Director (UPD) will inform both the student and the instructor of the result. The new grade may be higher, lower or remain unchanged, and will be final.
6. In the case where the course instructor is also the UPD, the request for a reassessment should be submitted to the department Chair. The Chair will carry out the reassessment process as described above in the place of the UPD.