



THE SENATE BOARD FOR STUDENT APPEALS

CONTACT INFORMATION FORM

(for internal administrative use only)

This Form **must** be completed and attached to the appeal Forms (A, B, or C) submitted.

Forms **must** be submitted to the appropriate office (see the [Student Appeals website](#) for information on where to submit the forms. **DO NOT EMAIL THE FORMS.**

Name: _____ ID Number: _____

Program & Level/Year: _____

Address: _____
Number Street

_____ City Province Postal Code

Primary Phone #: _____ Secondary Phone #: _____

McMaster E-mail: _____

PLEASE NOTE: It is your responsibility to ensure that all contact information is current and accurate. If your address will change at the end of Term please update your information with the office you submitted this form to. Failure to do so will result in delays and possible dismissal of file.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

The information gathered on this form is collected under the authority of *The McMaster University Act, 1976*. The information is used only for the purposes of administering the Student Appeal Procedures and for statistical purposes. Personal student information provided on this form will not be used for any unrelated purpose without the consent of the student. This information is protected and is being collected pursuant to section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Secretary, Gilmour Hall, Room 210, McMaster University.

Signature

Date

THE SENATE BOARD FOR STUDENT APPEALS
McMASTER UNIVERSITY

Form A (Re-Read/Re-Assessment)*

**Please refer to the Notice of Collection of Personal Information on the Student Appeal Procedures Contact Information Form.*

For additional information please visit the [Student Appeals resource page](#). DO NOT EMAIL FORMS.

Name: _____

McMaster E-mail: _____

1) Is the Contact Information Form attached?

YES

NO (if the answer is no you may not submit this form)

2) Have you attempted to resolve the issue informally, as required by Sections 14(a) and (b) in the Student Appeal Procedures?

YES Please attach a copy of the response you received. If the response was oral, rather than written, please describe briefly.

NO Please explain briefly why you have not attempted to resolve the issue informally.

3) Please provide the following information:

Name of Course: _____

(e.g. Psychology 1X03)

Year and Term in which course was taken: _____

Year

Term

Instructor's Name: _____

Description of the work to be re-read/re-assessed:

(e.g. essay, final exam, lab report).

Percentage of the final course grade for the piece of work:

(The piece of work or program component *must be worth 10% or more* of the final course grade.) _____

4) Do you have the piece of work in your possession?

YES Please attach the original and keep a copy for your own records.

NO Please explain below why the work is not in your possession: