

Grade Appeal Form

Complete the information noted below, print and submit to the associate dean of the course. Your dean will be notified of your appeal.

Date: _____

Name: _____ Student ID: _____

Email: _____ Cell: _____

Student's College: _____

Course: _____ Instructor: _____

Term: _____ Grade Received: _____

1. I have read the section of the University Bulletin on Integrity of Scholarship and Grades and understand the University Policy regarding the Grade Appeal Process;
2. I have tried to resolve the grade with the instructor;
3. I have tried to resolve the grade with the Departmental Chairperson;
4. I have provided the Letter of Explanation outlining the grounds for a grade appeal that includes a timeline of events and efforts taken to resolve the issue with the instructor and departmental chairperson;
5. I have submitted all relevant materials to support the grade appeal. Supporting documentation should include: the course syllabus, all course materials in question, all correspondence with instructor/departmental chairperson; and/or any other pertinent documentation regarding the appeal.

Student's Signature

Associate Dean (College of the course)

I have received a signed and dated copy of my appeal from the Associate Dean verifying that I have filed this appeal.