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Students wishing to appeal an earned final grade are required to complete this form.

It is the student's responsibility to meet with the faculty member assigning the appealed grade prior to completing this form.

If, after meeting with the issuing faculty member, the student is not satisfied that the assigned grade is accurate, the student must complete this form no later than 10 business days after notification of the final grade or the end of the session in which the grade was assigned. Completed forms may be submitted to the Office of Records and Registration.

STUDENT PERSONAL INFORMATION

ID Number

Name Last, First, Middle

Address

Phone #

Email

COURSE & INSTRUCTOR INFORMATION

Course Number, Section, & Title

Year & Term

Instructor Name

CERTIFICATION AND RATIONALE FOR APPEAL

I have met with the faculty member who assigned the grade I am appealing:

Date and Time of that meeting:

Rationale for this Final Grade Appeal (select one below):

- I believe my grade to have been miscalculated based on the criteria specified within the course syllabus.
- I believe my grade to have been derived in a manner inconsistent with the fair and equitable application of grading criteria specified within the course syllabus.

Please provide as much information regarding your reason for appealing this grade as possible. A separate, type-written document may be submitted if more space is needed.

Student Signature

Date

Date Form Rc'vd

Provided to Faculty Supervisor On:

Appeal Resolved On:

Reviewer Signature

Date