



- Submit this form with any appropriate documentation to the department chair who oversees the course.
- Appeals are due before the end of the next long semester (end of spring for fall courses; end of fall for spring and summer courses).

Instructor Name _____ Term ☐ Fall ☐ Spring ☐ Summer 20____

Identify the dispute, error, or violation of grading policies in the course.

Summarize the content and outcome of your informal discussion with the faculty member about the grade.

Suggest an ideal resolution to the situation.

Student Signature _____ Date _____