

Grade Appeal

The university's grading policy and appeal procedure in the catalog guides the grade appeal process. Submission guidelines:

• 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).

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Student Name	ıdent Name				Student ID No				
	LAST	FIRST	MIDDL	E					
Course Number a	nd Name								
		(e.g., ENGL 112 Composition	n and Literature)						
Instructor Name				Term	□Fall	□Spring	□Summer	20	
Please complete the following information about your appeal. You may attach additional pages if necessary.									
Identify the dispute, error, or violation of grading policies in the course.									
Describe your per	spective on the issu	e.							
Summarize the co	ntent and outcome	of your informal discu	ussion with the facult	y membe	er about t	he grade.			
Suggest an ideal re	esolution to the situ	ation.							
Student Signature	:				_ Date				
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