



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 _____ Student ID No. _____

LAST FIRST MIDDLE

Course Number and Name _____

(e.g., ENGL 112 Composition and Literature)

Instructor Name _____ Term Fall Spring Summer 20 _____

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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 perspective on the issue.

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 _____

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