

COURSE GRADE APPEAL FORM

This form should be completed by the student and submitted to the concerned department chairperson for action if the issue could not be resolved with the instructor. Please refer to the *Appeal of Course Grade* regulations stipulated in the Undergraduate Catalog.

Student's Name		ID Number	
College		Department	
Major			
Semester		Year	
Course Code & Title		Course Instructor	
Course Grade	Numeral: Letter:		
Basis for grade change (please be specific)			
<input type="checkbox"/> Error in calculating the grade: <input type="checkbox"/> Excluding grade of a submitted work: <input type="checkbox"/> Unfair assessment: <input type="checkbox"/> Other reasons:			
Student's Signature		Date	

Grade Appeal Committee Decision			
<input type="checkbox"/> No basis for the Appeal <input type="checkbox"/> Appeal is legitimate. The course Instructor shall complete a <i>Change of Grade</i> Form and submit it to the Registrar's Office for implementation			
Signature		Date	

College Dean			
<input type="checkbox"/> Approve <input type="checkbox"/> Do Not Approve Basis for the decision:			
Signature		Date	

Comments and final action of the Registrar's Office			
Signature		Date	

cc: Student's record
Registrar's Office