

Student Course Final Grade Appeal Form

Name: _____

Street address: _____

City/State/Zip: _____

Telephone numbers: _____

Email address: _____

Year/Semester: _____ Grade Received: _____

Course: _____ Section Number: _____

Instructor: _____

Please state the factual reasons (not hearsay or second-hand information) for your grade appeal. Be as specific as you can. Attach another sheet if necessary. It should include the following:

1. An outline of the alleged wrong that includes a description of any error of the grade assignment
2. The names of the instructors involved
3. The time(s) and date(s) the events took place
4. Describe what the solution of the problem would be from your perspective
5. Describe the issues that may prevent a solution

If necessary, do you wish to appear in person before the Faculty Grade Appeal Panel? _____

Have you spoken with your instructor in hopes of resolving this dispute informally? If not, please explain.

Student signature: _____

Date: _____

Please submit this form to the Dean of Instruction or Dean of Allied Health.