



INSTRUCTIONAL GRADE APPEAL
STEP 1 – APPEAL TO INSTRUCTOR

Step 1-Part A: This portion of form completed by student within 4 weeks after the last day of the course.

Student Name: _____ ID #: _____
Student Contact Information (email and/or phone): _____
School: _____ Term: _____ Year: _____
Course Name: _____ Course Number, Section, CRN: _____
Instructor Name(s): _____ Grade Received: _____

Students may appeal final grades for the following reasons. Check all that apply:

- Consistency between what is written in the syllabus and what is practiced.
Grade miscalculation or other grading errors that cause a change to the final course grade.

- Students may not appeal disagreements with teaching methodologies, instructor specific policies, specific course assignments, grade weighting methods or attendance policies.
For records related Grade Appeals (retroactively withdraw, change grade or change grade mode due to missing published deadline), go to Enrollment Services General Appeals.
Only the original explanation of circumstances and documentation will be considered at each step.
During the term of the course, students are responsible for communicating any grade concerns to the instructor.

Grade Appeal justification. (Include an explanation of circumstances and how the grade appeal meets one or more of the above reasons for review. Additional documentation such as the course syllabus, email or text communication with the instructor, copies of graded assignments, exams or projects in question and other supporting documentation that includes the relevance and importance of the material to the course may be included.) Additional documentation may be attached.

Student Signature: _____ Date: _____

Step 1-Part B: This portion of form completed by instructor within 10 business days (Monday – Friday) of receipt of the form from the student.

INSTRUCTOR'S DECISION: Grade remains Grade changed to: (Instructor initiates Grade Change Form.)

Please explain. (Attach all relevant information.)

Instructor Signature: _____ Date: _____

If grade is not changed, student may appeal to the School within 5 days.

Original to Student, copies to School and Instructor