

# Grade Appeal Request

Student Name: _____	Course Name/#: _____
Instructor: _____	Date grade posted: _____

**Grade Appeal Policy:**

If a student wishes to appeal a grade, a written request sent to the faculty member to review the grade must be submitted within two weeks of the posted grade.

The faculty member will advise the student in writing of her/his decision within seven days of receipt of the request (students may not appeal passing grades in order to receive a grade of “honors”). If faculty upholds the posted grade; the student may appeal the decision by submitting this form to the Registrar’s Office who will submit it to the Academic Appeal and Review Committee for decision.

(Please see the student handbook on for further details on the grade appeal process.)

**Please include the following with your grade appeal (attach to this form):**

Your appeal letter to the faculty member, the decision letter from faculty stating the outcome of the grade review, a copy of the class syllabus, exam scores, and graded papers if applicable.

Use the space below to describe the reason you are appealing the instructor’s decision?

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COMMITTEE RECOMMENDATION                      Student Signature/Date \_\_\_\_\_

- Grade is upheld
- Student is allowed to remediate course