



**FRM08. GRADE APPEAL**

**STUDENT INFORMATION**

Student Name: \_\_\_\_\_

Student ID no.: \_\_\_\_\_

Email: \_\_\_\_\_

Phone no.: \_\_\_\_\_

**COURSE INFORMATION**

Course Code: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Section: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

**TYPE OF CLAIM**

**This appeal is based on a claim of (check all that apply):**

- Error
- Grading Inconsistency
- Other

Write a summary of the basis for your appeal:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OUTCOME OF MEETING WITH INSTRUCTOR**

I acknowledge that I have attempted to contact or meet with my instructor to resolve my grade dispute before filing this appeal. The result of this meeting or contact was as follows (check one):

- My instructor and I met or made contact, but we were unable to resolve the grade dispute.

Date(s) of discussion: \_\_\_\_\_

- My instructor never responded to my attempts or requests to meet.

Date/time(s) of your attempts or requests to meet: \_\_\_\_\_

- Other (please explain):

\_\_\_\_\_

\_\_\_\_\_

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

***To be completed by Program Director / Dean of College or a Designee***

Receipt of the appeal is acknowledged, and the following action has been taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Program Director / Dean of College / Designee's signature: \_\_\_\_\_

Date: \_\_\_\_\_