

GRADE APPEAL FORM

1. STUDENT INFORMATION

Student Name: _____

Student ID no.: _____

Email: _____

Phone no.: _____

2. COURSE INFORMATION

Course Code: _____

Course Name: _____

Course Section: _____

Semester/Year: _____ Instructor Name: _____

3. 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:

4. 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):

5. STUDENT DECLARATION

I certify that the information provided in this appeal is accurate and complete to the best of my knowledge. I understand that submitting false or incomplete information may result in the rejection of my appeal.

Student signature

Date: _____

6. ACADEMIC REVIEW & DECISION

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:

Decision:

- ☐ Appeal approved – grade adjustment required
- ☐ Appeal denied – no grade change

If approved/partially approved:

Revised grade (if applicable): _____

Program Director / College Designee signature

Date: _____

7. FOR OFFICIAL USE ONLY – AQA (Testing Unit)

The Accreditation, Testing & Quality Assurance Department (AQA) – Testing Unit confirms that the approved decision above has been processed in accordance with the University regulations.

- ☐ Decision reviewed and verified
- ☐ Relevant parties have been notified (student, instructor, college)

Effective date of grade change: _____

Additional notes (if any): _____

AQA signature

Date: _____