



Final Course Grade Appeal Form

This Final Course Grade Appeal Form is to be used by students to request an appeal of a final course grade for an alleged improper evaluation. Students are strongly encouraged to pursue informal resolution with the course instructor before proceeding with this form. If informal resolution is unsuccessful, students may follow the formal appeals process as outlined in the Grade Appeal Policy.

Please review the Final Course Grade Appeal Policy and your respective School procedures before submitting an appeal. This form must be completed by the student and submitted via email to the course instructor, with a copy sent to the program director (or department chair for non-degree students) within 10 business days of receipt of the final course grade.

Section 1: To be completed by the student

Student Name: _____

Student ID: _____

Program: _____

Semester/Year: _____

Course Name/Number: _____

Instructor: _____

Please describe in detail the grounds for your appeal:

Student Signature: _____ Date: _____

Section 2: To be completed by the course instructor

Instructor Response to Student Appeal:

- Grade stands as assigned
- Grade change recommended

Comments (Attach additional documentation if necessary):

Instructor Signature: _____ Date: _____

Student Acknowledgement:

- I agree with the course instructor's decision, and the appeal is resolved.
- I do not agree with the course instructor's decision and request appeal to the Chair/Program Director.

Student Signature: _____ Date: _____

Section 3: To be completed by the chair/program director (if student requests further appeal)

Chair/Program Director's Decision:

- Instructor's decision upheld
- Grade change recommended

Comments (Attach additional documentation if necessary):

Chair/Program Director's Signature: _____ Date: _____

Student Acknowledgment

- I agree with the chair's/program director's decision, and the appeal is resolved.
- I do not agree with the chair's/program director decision and request final appeal to the Dean.

Student Signature: _____ Date: _____

Section 4: To be completed by the School Dean (final appeal)

Dean's Decision (Final and not subject to further appeal):

- Chair/Program Director's decision upheld
- Grade change recommended

Comments (Attach additional documentation if necessary):

Dean Signature: _____ Date: _____

