



## Grade Appeal Form

A student may file a grade appeal if they believe that

- 1.1. any policy-violating or unreasonable actions or inactions by the instructor, or
- 1.2. any policy-violating or unreasonable expectations by the instructor, or
- 1.3. any disruptive or unreasonable circumstances, or
- 1.4. any other unwarranted factors,

inhibited the student's performance and the resulting outcomes and should have been (but were not) accommodated by the instructor during the grade-calculation process.

In the appeal, the student must explain the nature of the complaint and the specific request using objective and measurable criteria and must provide all available and relevant documentation. **Subjective statements will not be considered.**

The grade appeal process is as follows:

1. Student must appeal directly to the course instructor by email within two weeks after the grade was recorded or within two weeks after the removal of a financial hold.
2. If the instructor does not respond or does not approve the appeal within three working days, the student may appeal to the Department Chair by email.
3. A copy of the decision will be sent to the instructor and to the Registration & Records Office to be placed in the student's file.

Student Name & ID Number (as recorded on SONIS):

Course Code and Course Title:

Instructor (Full Name):

Recorded Grade (by instructor):

Requested Grade (by student):

Grounds for Appeal (Attach all relevant documentation to this form)

--- [This section to be Filled Out by Instructor, and Dept. Chair] ---

Appeal Approved / Rejected?

Grounds for Approval / Rejection

Instructor Name and Signature (if possible):

Department Chair Name & Signature:

Date: