



THE AMERICAN UNIVERSITY OF IRAQ  
SULAIMANI

APP GRADE APPEAL FORM  
2025 2026

APP Grade Appeal Procedure

APP students can appeal a final grade using the following procedures:

1. **Students who disagree with a final grade should contact the instructor within two days of receiving the grade, and the instructor and student should attempt to resolve the problem.**

2. If the issue is not resolved, the student has **one additional week to email an appeal to the Director**, explaining the nature of the complaint. The student must meet with the Director and provide all graded papers from the course to demonstrate that a calculation error by the instructor or the failure to record one or more grades resulted in the incorrect final grade in the course. Providing all graded material to support the appeal is a requirement of the process.

**This letter and meeting with the Director should be completed by the Thursday following Level 3 graduation at the end of the semester.**

3. The Director will review the case and email a response to the student with a copy to the instructor and Director to be placed in the student's file. The Director's decision is final and may not be appealed.

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

APP Term \_\_\_\_\_

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

Student ID Number: \_\_\_\_\_

Name of APP course in which you are appealing the grade \_\_\_\_\_

Final grade given by your instructor \_\_\_\_\_

Yes, I have emailed and talked to my teacher about a **grade mistake**.

Date of this meeting: \_\_\_\_\_

Yes, I have seen my final exam in this course.

Grade on my final exam: \_\_\_\_\_

**Grounds for appeal (please attach your original email to the instructor)**

Note: You must provide evidence of a grading mistake by your teacher.  
(Being upset about failing the course is not enough for a grade appeal.)



THE AMERICAN UNIVERSITY OF IRAQ  
SULAIMANI

**Accepted/Denied**

**Reason:**

---

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APP Instructor: \_\_\_\_\_ APP Director: \_\_\_\_\_