



Accepted Student Grade Appeal – New Grade Record

For students, grade appeal process is:

1. Try to resolve appeal directly with professor (by email or in person)
2. If professor does not respond or gives unclear answer, student may appeal to the Department Chair (in person or by email)
3. Department Chair may open investigation, but this is not compulsory
4. If investigation of grade is undertaken, Department Chair will issue verdict: accept appeal or deny appeal
5. **Accepted appeal should be recorded on this form**

Name

ID

Course

Initial Grade / Grade after Appeal

Grounds for acceptance of appeal

Instructor's Name and Signature (if possible).....

Department Chair's Name & Signature

Date