

GRADE APPEAL FORM

INSTRUCTIONS TO STUDENT:

The basis for filing a grade appeal in a course is limited to fundamental fairness in treatment of the student by the instructor, as specified by a syllabus conforming to the **Course Syllabus Policy** (this policy provides the understanding of how the syllabus system works for both undergraduate and graduate students) that is supplied to students at the beginning of the semester, and in light of grading of the student by the instructor relative to other students in the same course and section. Issues that do not meet these criteria are not appropriate for a grade appeal.

The College of Optical Sciences has syllabi available for all courses so both Undergraduate and Graduate students will adhere to the Course Syllabus Policy listed above. Please review the University's **Grade Appeal Policy** for more information regarding the grade appeal process.

COMPLETE SECTION BELOW

Student Full Name (Last, First, Middle Initial)

Student ID Number

Student Phone Number

Student E-Mail Address

Course Number

Grade Assigned

Course Instructor Name

Reason for Exception to Policy

Student Signature

Date





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Instructor

Instructor Decision

Date

Instructor Notes

Academic Dean Decision

Academic Dean Decision

Date

Academic Dean Notes

Dean Decision

Dean Decision

Date

Dean Notes

