



Step 1: GRADE APPEAL INITIATION

Date:	
Student's Name & SID:	
Expected Graduation Date:	

Course:		Grade Awarded	
Instructor:		Grade Expected	
Term/Year:			

Please choose from **all applicable options below** attesting that you have **discussed your concerns about your grade with your instructor** or the parties listed below.

I discussed this matter with my instructor / TA:	<input type="checkbox"/> in person <input type="checkbox"/> by phone <input type="checkbox"/> via email <input type="checkbox"/> N/A	Date(s):	
Since my instructor was a GAT (teaching assistant/associate), I discussed this matter with the course supervisor:	<input type="checkbox"/> in person <input type="checkbox"/> by phone <input type="checkbox"/> via email <input type="checkbox"/> N/A	Date(s):	
I discussed this matter with: <input type="checkbox"/> the Department Head or <input type="checkbox"/> the Department Head's designee (e.g. assistant)	<input type="checkbox"/> in person <input type="checkbox"/> by phone <input type="checkbox"/> via email <input type="checkbox"/> N/A	Date(s):	

INSTRUCTIONS / CHECKLIST FOR THE STUDENT:

Email or provide printed versions of the following documents to the instructor/TA and copy the department head.

Student's statement outlining the appeal clearly and thoroughly.

Please refer to [Step 8 of the University Grade Appeal Policy](#) to be sure you have valid grounds for an appeal. Valid reasons for an appeal include, but are not limited to: a violation of University policy, a failure to follow published course policies, a lack of consistency within the student's course section, or a dispute over the factual accuracy of graded work. The student may use any format for their statement (e.g. Word, etc.). The student may also use the area provided at the end of the form.

Supporting documentation.

Please document your case by including the course syllabus and any relevant graded reports and papers, examinations, emails, notes taken during faculty conferences, etc.

NOTE: It is the student's responsibility to verify the date and time of delivery of their documents. Additionally, students must check their university email at least daily for related correspondence. We recommend that at each step of the process, you keep a copy of the appeal documents.

Student's Signature:		Date:	
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THIS FORM MUST BE COMPLETED WITHIN THE FIRST FIVE WEEKS OF THE REGULAR SEMESTER.



STUDENT STATEMENT