



The purpose of the grade appeal procedure is to serve the needs of graduate and undergraduate students who believe that they were unjustly awarded a final course grade by a faculty member through prejudice or caprice. This policy applies to the final grade for the award of academic credit and does not apply to graduate and undergraduate examinations that are administered as part of the degree progression and certification processes (such as comprehensive examinations and candidacy examinations at the graduate level).

The basis for a grade appeal is the student's charge that the final grade was awarded through prejudice or caprice. The burden of proof rests with the student.

Students must initiate the first review of the appeal within 45 days of the official end of the semester in which the grade was awarded. For grades awarded and appealed from fall and summer semesters, the entire appeal process must be completed before the official end of the next semester; the entire appeal process for grades awarded and appealed from the spring semester must be completed before the official end of the next fall semester.

Date \_\_\_\_\_ Student Name \_\_\_\_\_  
(Please Print)

Student Signature \_\_\_\_\_ UIN \_\_\_\_\_

Subject and Course Number \_\_\_\_\_ Course Reference Number (CRN) \_\_\_\_\_

Course Title \_\_\_\_\_

Semester and Year Course was Taken \_\_\_\_\_

Faculty Name \_\_\_\_\_

Date(s) of communication with faculty member \_\_\_\_\_

\_\_\_\_\_  
(Provide all available documentation.)

The appeal must (1) state specific reasons for the appeal and give examples of faculty prejudice or caprice and (2) show that prejudice or caprice affected the awarding of the final course grade. **All supporting documentation must be included with the appeal.**

If you have any questions about the grade appeal process or the policy, please refer to the University Catalog, [Grade Appeals: Policy and Procedures](#).

**Submit this form and all supporting documentation to the Chair of the department in which the instructor was teaching (submit to the Dean if the instructor was the department chair).**

**Students should keep a copy of this form and all documentation and attachments for their records.**

Appeal Form Received by:

\_\_\_\_\_  
Name Title Date