Grade Appeal Application

Dear Student,

Please fill out this form and attach 3 complete sets of supporting documentation. Each set should contain the following items:

1. A letter explaining the nature/reason for your appeal;
2. Identify exactly what you are appealing – e.g. exam(s), paper(s), research paper(s);
3. A copy of the course syllabus;
4. Any additional documentation you deem relevant to your appeal.

Deliver hard copies to:

Dr. Roblin Meeks
Associate Dean of Graduate Studies
(Please use the address in the header; Room 607 BMW building.)

Date: ____________________  Time: ________________

Name: ____________________________________________

EMPLID: _____  _____  _____  -  _____  _____  -  _____  _____

Address: __________________________________________

________________________________________________________________________

PHONE NUMBER: (___ ___ ___)  ____  ____  ____  -  ____  ____  ____  ____

E-MAIL: ________________________________________
1. What course and final grade are you appealing?  
(Provide the full course number and title, Professor’s name and the semester/year in which you were enrolled in the course).

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

For Office Use Only:

Appeal Committee Met: __________________________

Members of the Committee:

1. __________________________
2. __________________________
3. __________________________

Committee Decision:

Grade Sustained: _______________

Grade Changed: From: _______________ To: _______________

Date: ________________________

Form Completed by: __________________________
