



FINAL GRADE APPEAL FORM

Please complete this request form in blue or black ink.

A student who feels there is an error in his/her final grade should contact the course instructor as soon as possible after the official final grade is posted in Banner/LoLA. Should the dispute not be resolved through the instructor of the course, the student may submit an appeal to the academic dean (or department head when there is no dean) under whose division the course was offered no later than five semester days after the start of the following semester.

Student Information:

Student Name (printed): _____

Banner/LoLA ID: _____ DOB: _____

Email Address: _____ Phone #: _____

Course Information:

Course Subject/Number/Title: _____

Instructor: _____

Provide an explanation of any previous attempts to resolve this matter:

State the reason(s) you feel the grade is incorrect and should be changed:

Student Signature: _____ Date: _____

To Be Completed by Academic Dean:

Date Appeal Was Received: _____ Appeal Granted: YES / NO

If appeal is granted, a change of grade form must be submitted to the Registrar's Office.

Signature: _____ Date: _____