*This form is to be used when a student is in disagreement with his or her instructor regarding an assigned course grade. It should be submitted with all fields completed and after consultation with the instructor has not resolved the matter. Do not submit this form if you have not yet consulted with your instructor regarding your concern. Refer to the Undergraduate Bulletin for additional information regarding proper procedures for an Academic Grade Appeal.*

**Date** Click here to enter a date.

**Name** Click here to enter text. **Student ID Number** Enter ID Number

**Instructor’s Name** Click here to enter text.

**Course Code & Prefix** Click here to enter text.(Example: ENGL 1013)

**Course Dates** Course Start Date **to** Course End Date

**Type of Course** Choose an item.

**I certify that I have discussed this issue with my instructor and have not been able to resolve the issue directly with him or her. (Attach or forward any pertinent e-mails.)**

**Grade Awarded** Choose an item.

**Grade Requested** Choose an item.

**Why do you feel you earned a different grade than was awarded? Submit any supporting documentation, including grades on individual assignments and instructor’s grade scale/grading criteria.)**

Click here to enter text.