



Grade Appeal Form

Student Instructions

- Complete the Student Information Section below
- Attach a written rationale/basis for the grade appeal and supporting documents (graded work, course syllabus, etc).
- Sign and submit form to the chair of the department offering the course within 15 days of notification of an individual assignment grade or 30 days of the posting of a final grade.
- If the grade to be appealed is due to an academic integrity incident, do not use this form. Follow the Academic Integrity appeal procedure, instead

Student information

Name _____ UMID _____

UM Email _____ Phone number _____

Type of Grade appealed: Individual Assignment _____ Final Grade _____

Course Number and Title _____

Semester _____ Faculty name _____

Date you were notified of the grade: _____ Date you reviewed grade with faculty member: _____

Supporting Documentation

Attach a written statement of the rational/basis for the appeal as well as any supporting materials such as graded work or course syllabus. Documentation must be submitted with this form.

Student signature

Student Signature _____ **Date** _____

Department Chair Section

Date met with student: _____ Appeal supported? Yes _____ No _____

Chair's Signature _____ **Date** _____

College Dean Section

Date met with student: _____ Appeal supported? Yes _____ No _____

Dean's Signature _____ **Date** _____

Results

Grade change form to be submitted? Yes _____ No _____

Registrar's Office Only

Grade change processed, if applicable: _____ Comment on SPACMNT: _____ Form Archived: _____