



GRADE APPEAL FORM

Today's Date _____

Student's Name _____ Student ID _____

Telephone _____ Email _____

Academic Level (select one): Undergraduate Graduate

1. Have you read the Grade Appeal Policy in the Catalog? YES _____ NO _____

(If you answered NO to the question above, please read the policy before moving forward at Catalog > Academic Information and Regulations > Policy on Grade Appeal:

http://dallascatalog.unt.edu/content.php?catoid=12&navoid=391#Policy_on_Grade_Appeal)

2. Have you attempted to resolve the final grade dispute with the instructor? YES _____ NO _____

(If you answered NO to the question above, please contact your instructor and try to resolve the dispute. The program coordinator cannot proceed until this attempt has been reasonably made.)

3. Course Prefix, Course Number, and Section Number _____
(e.g. BIOL 1132 - 001)

4. Semester and year the course was taken _____
(e.g. Fall 2018)

5. Instructor of the Course _____
(first and last name)

6. Date and method of last contact with the instructor of the course.

7. What was the outcome of the meeting with your instructor?

8. State specifically the grade that you received, the expected grade you feel you earned, and the action that you would like to see taken.

9. Below are the three general reasons that students can file a grade appeal disputing their final grade. Please provide your rationale for any of the reasons below. You may have more than one reason and that is acceptable; answer in all of the relevant sections for your appeal. Please attach any additional documentation that you believe supports your appeal.

a. If your appeal is based upon a clerical or administrative error in the calculation or assignment of a grade, please explain here:

b. If your appeal is based upon a claim that the grade was not calculated in accordance with the grading criteria stated in the syllabus, please explain here:

c. If your appeal is based upon a claim that the grade was based on an unlawful or arbitrary reason, including discrimination, harassment, retaliation, or observance of religious holy days, please explain here:

Student's Signature _____ Date _____

For Office Use Only:

Appeal Granted _____ Appeal Denied _____

Reviewer _____ Date _____

Form update 09/11/2018