



## Grade Change Appeal Form

A student who believes that his/her efforts and achievement have not been reflected by the final grade obtained may file a grade appeal by filling the Grade Change Appeal Form within two weeks of receiving the grade. Similarly, a faculty can also claim an error and want to complete the same form and submit it to the Registrar's office with supporting documentation. The student's appeal is first received by the faculty member who has offered the course. If the issue remains unresolved after the faculty member's review of the appeal, then the student may appeal in writing to the Dean of Academics within seven (7) days of the faculty member's decision.

**Student's Name:** \_\_\_\_\_

**Student's ID Number:** \_\_\_\_\_

**I am requesting a change of grade for:**

**Course Number and Section:**

**Faculty Name:**

**Term and Year:**

**Please explain your concern regarding your grade.**

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**Date:** \_\_\_\_\_