



STUDENT GRADE APPEAL FORM

Students who wish to appeal their final grade from a specific course must first contact their professor immediately following the course session end. If the grade issue remains unresolved after reviewing the grade with the professor, students may appeal the grade by completing this form and submitting it to the appropriate academic administrator within 45 days of the course end date. One form per grade appeal request is required.

NOTE: The entire body of work for this course will be reviewed. Therefore, the final grade has the potential to increase, decrease, or remain the same. A Grade Change form must be completed by the professor or program administrator to change a grade as a result of an approved appeal.

Student Information:	
Today's Date: _____	Campus: _____
Last Name: _____	First Name: _____
Azure ID #: _____	Phone: _____
Email: _____	
Course Information:	
Location Attending: _____	Session: AM MID-DAY PM
Term Start Date: _____	Term End Date: _____
Course Number: _____	Course Title: _____
Professor Name: _____	
Grade Information:	
Final Grade in course: _____	Grade Change Request on Appeal: _____
<small>STATE WHY YOU ARE APPEALING YOUR GRADE. List any documents that support your grade change and show that you were graded initially, including documentation to prove that you contacted the professor regarding this grade and attach all supporting documents to the completed form.</small>	
<p><i>I understand that this is an appeal for a grade change and has the potential to increase, decrease or remain the same. I will be notified within (5) business days of the decision of the grade appeal. Grade Appeal decisions are final.</i></p>	
Student Signature: _____	Date: _____
APPROPRIATE ACADEMIC ADMINISTRATOR DECISION AND SIGNATURE:	
<input type="checkbox"/> Approved	Grade granted on appeal: _____
<input type="checkbox"/> Denied	Reason for denial: _____
Name (Print): _____	Title: _____
Appropriate Academic Administrator Signature: _____	Date: _____

SUBMIT ALL COMPLETED FORMS ONCE DECISION IS MADE TO COLLEGE REGISTRAR AND ALONG WITH GRADE CHANGE FORM (IF APPLICABLE)