



# Grade Appeal Form

An appeal may be made where a student believes that a calculation error exists, or that the instructor failed to notify students clearly and promptly of the criteria for grade determination. In addition, an appeal may be made if there is reason to believe that assignment of a grade was based on reasons other than the announced criteria and standards, on factors other than student achievement, or there was inconsistent or inequitable application of standards for evaluation of academic performance.

**Grade appeal process:** Appeal must be set in motion within 4 calendar weeks of the final grade posting and a completed Grade Appeal Form must be submitted to the University's administrative office within seven days of the student-instructor meeting. At the same time, the following steps must be taken:

1. Student must first appeal to and meet with the instructor to discuss the situation.
2. Instructor will complete Part II and submit this form to the administrative office within 7 days of the meeting.
3. If the situation is not resolved satisfactorily, either the student or instructor may escalate the appeal.
4. The final level of appeal is the dean, and the decision of the dean is final.

**PART I: TO BE COMPLETED BY STUDENT AND SUBMITTED TO INSTRUCTOR**

Student Name: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_  
 Course Name: \_\_\_\_\_ Instructor: \_\_\_\_\_  
 Offering Period: \_\_\_\_\_ Final Grade Received: \_\_\_\_\_

**RATIONALE FOR GRADE APPEAL (attach additional page, if needed)**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: TO BE COMPLETED BY INSTRUCTOR**

Within 14 days of the student's request, the instructor shall meet with the student and explain the reason for the grade. Whether or not the appeal results in a grade change, Instructor must complete Part II and submit this signed form to the administrative office.

**APPEAL OUTCOME (mark all that apply)**

- Appeal Denied – no grade change
- Appeal Approved – a grade change to \_\_\_\_\_ should be made within 7 days
- Student requests escalation
- Instructor requests escalation

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADMINISTRATIVE OFFICE USE ONLY**

HU Official signature and date received: \_\_\_\_\_ Grade Finalized On: