



### GRADE APPEAL FORM

Today's Date \_\_\_\_\_

Student's Name \_\_\_\_\_ Student ID \_\_\_\_\_

Telephone \_\_\_\_\_ UNTD Email \_\_\_\_\_

**Students must include a copy of the course syllabus with the grade appeal form.**

Appeals that do not follow all of the Appeal Process steps outlined in the Catalog (Academic Regulations > Policy on Grade Appeals) or include clear information will be sent back to the student to complete steps or gather for more information and delays the process.

Academic Level (select one): Undergraduate Graduate

Appealing to: Program Coordinator Dean/Student Academic Appeals Committee

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 Regulations > Policy on Grade Appeal: <http://dallascatalog.unt.edu/>)

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 a reasonable attempt has been made with the instructor to resolve the dispute.)

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 contact with the instructor about your grade appeal.

7. What was the decision shared by your instructor regarding your grade appeal?

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. Select all criteria that apply then provide your rationale for each marked. You may have more than one reason and that is acceptable. **Please attach any additional documentation that supports the rationale for the appeal.** For instance, evidence might include the course grades from Canvas or email communications. Decisions will not be revisited after the fact if evidence is brought forth after a decision has been rendered.

**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:**

Name of the Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Appeal Granted \_\_\_\_\_ Appeal Denied \_\_\_\_\_

Rationale for the Decision