
Contact Phone: _____ Best time to reach you: _____

Course Number/Name: _____ Semester: _____

Instructor of Record: _____ Advisor/Mentor: _____

Please describe in detail the actions you have taken to resolve your appeal of a final grade. Provide as much information as possible regarding the specifics, including why you believe you have been assigned a grade unfairly or a grade that was derived in a different manner than was outlined in the course syllabus. Provide additional pages as necessary.

What do you think would be a fair solution to this appeal?

In submission of this appeal, I agree to the following terms: _____ Signed: _____

Date: _____