



Grade/Evaluative Action Appeals Form

This form must be completed by the student and submitted to the course instructor within four (4) weeks of the beginning of the semester immediately following the semester in which the grade/evaluative action was received.

Name: _____ Date: _____

Address: _____

Phone: _____

Email: _____

Student ID: _____

Course for which you believe an improper grade/evaluative action was assigned:

Course: _____
Prefix and Number Section Title

Grade/Evaluation Received: _____

Instructor: _____

Semester (circle): Fall Spring Summer I Summer II Other: _____

Year: _____

College and Campus offering the course: _____

Before submitting a grade/evaluative action appeal, you must discuss your complaint with the course instructor to verify grading practices and assignments and to attempt to clear up any misunderstandings or disagreements. Please sign your name to certify you have taken this action to resolve the appeal:

Name

Please explain why you believe you have received an improper grade/evaluative action. Your explanation must include all necessary documentation and evidence to support the grade/evaluative action appeal. Note: no additional documentation may be submitted beyond this step. Please feel free to attach additional documentation to this form.

If, after receiving a reply to this Appeal Form and accompanying documentation, the student is not satisfied with the resolution, the student must make a written request to the instructor involved to submit this Appeal Form and accompanying documentation to the departmental chairperson/program director. This written request must occur within one (1) week of receiving the instructor's decision. The instructor will then forward the Appeal Form and all accompanying documentation to the chairperson/program director of the program. Please refer to Eastern University's Catalog for further details about the Grade/Evaluative Action Appeals Procedure.