

Grade Appeal Request Form

Date: / /20__

To Be Filled by the Student		
Student Name:	Student ID:	
Mobile:	E-mail:	
Course Code :	Course Title:	Section:
Marks Received:	Marks Expected:	Semester:
Instructor's Name:		
Have you Discussed your issue with your instructor? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Explain Why the Grade Should Be Reviewed:		
(please attach additional pages, if necessary ----- ----- ----- -----)		
Student signature:		Date: / /
Finance Department Use:		
<input type="checkbox"/> Paid 100 SR(1 st Appeal) <input type="checkbox"/> Paid 150 SR(2 nd Appeal) <input type="checkbox"/> Paid 200SR(3 rd Appeal)		
Name :	Signature :	Date : / /

Important Note on Appeal Fee payment:

- 1st Appeal in a given semester/summer term is **SR100**
- 2nd Appeal in the same semester/summer term is **SR150**
- 3rd Appeal in the same semester/summer term is **SR200**
- No more than three appeals are allowed in a given semester/summer term)
- This is a **non-refundable fee** regardless of the outcome of the appeal

To Be filled By the Instructor		
<u>Break Down Of the Final Grade :</u>		
* Classroom Assessments: _____	* Midterm: _____	
* Quizzes: _____	* Final: _____	
* Homework: _____	* Others _____	
<u>Instructor`s Comments : (please attach additional pages, if necessary)</u>		
----- ----- ----- -----		
Name:	Signature:	Date: / /

Appeals Committee Chair:

Appeals Committee Chair's Comments :

The committee has deliberated and made the final decision:

APPROVED – Grade changed from _____ to _____

DENIED – Grade not changed

Committee Members' Names:

Signatures

Date

1. _____

2. _____

3. _____

Detailed reasons for such decision: (use back of sheet if needed)

Chair Name:

Signature:

Date: / /

Dean's Approval (Final Approval for Grade Change)

APPROVED

DENIED

N/A

Comments:

Dean's Name:

Signature:

Date: / /

Registrar

Student's grade was updated into the system, if applicable. Student was notified of the grade decision via:

Phone

Email

In person

Other: _____

Name:

Signature:

Date: / /