



GRADE APPEAL FORM

The grade appeal process is designed to allow students to formally challenge academic decisions. A student may appeal their final course grade by using the following procedures listed in the CCD Student Manual. Submit within two-weeks after the official grade release on AU Spark by email to the Department Administrative and Academic Committee at ccc.abac@au.edu.

Part 1 – Student Information		
Student ID	First name	Last name
AU email address		Phone
Part 2 – Course Information		
Course Code and Title		Section
Semester/Year	Instructor Name	
Grade Awarded	Grade Expected	
Part 3 – Action		
I discussed questions/concerns with the course instructor or faculty member responsible to the course	Method of Contact	
	Date of Contact	
Part 4 - Allegation		
<p>Check all allegations that you feel apply to your case:</p> <ul style="list-style-type: none"> <input type="checkbox"/> violation of university academic system <input type="checkbox"/> failure to follow published course policies in TQF3 <input type="checkbox"/> inconsistent grading within the students' course section <input type="checkbox"/> disagreement over factual accuracy of graded work <input type="checkbox"/> miscalculation of marks <input type="checkbox"/> mis-grading of an assignment, paper, project, exam or quiz <input type="checkbox"/> application of an evaluation or grading system not included in the course TQF3 <input type="checkbox"/> a departure from the instructor's previously announced standards <input type="checkbox"/> assignment of a grade on some basis other than the student's performance in the course <input type="checkbox"/> clear evidence of discrimination or prejudice in the assignment of the grade <input type="checkbox"/> lack of consistent and equitable standards of grading 		

Provide a brief summary of the circumstances that merit an appeal (can be provided as an PDF attachment).

Part 5 - Resolution

Provide a brief statement that identifies the resolution you are seeking (can be provided as an PDF attachment).

Part 6 - Completion

Clearly list all attached documents supporting the information on the grade appeal form

Student's Signature

Date

Office Use Only

Date received

Received by

Appeal decision

Approved

Denied

CA Official
Stamp

Comments

Instructor Signature

Date

Chairperson Signature

Date