

## School of Engineering Grade Appeal Form

for SoE courses (**14:xxx:xxx**) only

**Process:** Students concerned about a course grade, or a grade received for a particular piece of work in a course, should attempt to resolve the matter through discussion with the instructor and in reference to the course syllabus. If the instructor denies a grade change, the student may file a Grade Appeal Form (this form). The student and instructor should state concisely and in writing the basis for the appeal (student) and the reason for approval/denial (instructor). The request for a **department review** is made by submitting this form to the Department Chairperson, Undergraduate Director, or the Chair Designee of the department offering the course. If the issue remains unresolved, a **decanal review** will be heard by the SoE Associate Dean for Academic Programs.

**Timeline:** For work completed while the course is in progress, a Grade Appeals Form must be submitted *no later than two weeks after notification of the grade*. For appeal of a final course grade, this form must be submitted *no later than four weeks after the end of the exam period* for that term.

**To be filled by the student:**

Student Name		9-Digit RUID	
Student Email		Major	
Course Title		Course Code	
Instructor Name		Semester/Year	
Instructor Email		Date (mm/dd/yyyy)	

Please provide an explanation of the grounds for your appeal. Please cite relevant and specific facts. Attach relevant emails or documentation if any.

<p><b>To be filled by the instructor</b></p> <p>Name:</p> <p>Date (mm/dd/yyyy):</p>	<p>Please state the reason for denying the appeal.</p>
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<p><b>Department Review</b></p> <p>Department Chair, Undergraduate Director, or Chair Designee</p> <p>Name:</p> <p>Date (mm/dd/yyyy):</p>	<p>Please state the decision of the department and provide an explanation.</p>
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<p><b>Decanal Review</b></p> <p>SoE Associate Dean for Academic Programs</p> <p>Name:</p> <p>Date (mm/dd/yyyy):</p>	<p>Please state the decision of the School and provide an explanation.</p>
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