

## 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 [ccd.abac@au.edu](mailto:ccd.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"> <li><input type="checkbox"/> violation of university academic system</li> <li><input type="checkbox"/> failure to follow published course policies in TQF3</li> <li><input type="checkbox"/> inconsistent grading within the students' course section</li> <li><input type="checkbox"/> disagreement over factual accuracy of graded work</li> <li><input type="checkbox"/> miscalculation of marks</li> <li><input type="checkbox"/> mis-grading of an assignment, paper, project, exam or quiz</li> <li><input type="checkbox"/> application of an evaluation or grading system not included in the course TQF3</li> <li><input type="checkbox"/> a departure from the instructor's previously announced standards</li> <li><input type="checkbox"/> assignment of a grade on some basis other than the student's performance in the course</li> <li><input type="checkbox"/> clear evidence of discrimination or prejudice in the assignment of the grade</li> <li><input type="checkbox"/> lack of consistent and equitable standards of grading</li> </ul>		

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