



Grade Appeal Notification

Please consult the catalog for a complete description of the grade appeal process. Then complete the information below and submit with supporting documents to facilitate a grade appeal.

Student Name	
ID Number	
Date Grade Appeal Submitted	
Course	
Instructor	
Term of Course	
Final Grade in Course	
Name of Assignment(s) and Resulting Grade(s) Prompting Appeal	

What steps have you taken to resolve this matter with the

Instructor	
Date	

Department Chair	
Date	

Describe why you believe the instructor evaluated the assignment(s) in an “arbitrary” or “capricious” manner.

List the supporting documents you are providing for the grade appeal. For example, you may include the course syllabus, copy of the assignment(s) in question, and any instructor feedback that should be considered as part of the appeal.

***Please submit the completed form along with any supporting documents to Dr. Angela Housand, Associate Dean for Academic and Student Affairs (housanda@uncw.edu or EB 309).**