

You must submit this grade appeal request to the chair of the department that offered the course *no later than*:

- Midterm day of the following spring semester for a class taken in the fall semester or
- Midterm day of the following fall semester for a class taken in the spring semester or summer term.

**Eastern Illinois University
Grade Appeal Policy**

**FORM 1
Grade Appeal Request**

Student Name _____

Address _____

Phone & Email _____

I hereby appeal the semester/term grade assigned to me for the following class:

Course Prefix, Course Number, Course Section _____

Course Title _____

Department _____ Term & Year _____

Faculty Member _____

Faculty Assigned Grade _____ Grade as Determined by Student _____

Date of Student Faculty Informal Conference _____

Grounds for the Grade Appeal (Check all that apply.)

- _____ 1. A mathematical error in calculation of the grade or clerical error in recording of the grade that remains uncorrected.
- _____ 2. The assignment of a grade by application of more exacting requirements than were applied to other students in the course.
- _____ 3. The assignment of a grade on some basis other than performance in the course.
- _____ 4. The assignment of a grade by a substantial departure from the faculty member's previously announced standards.

Attachments (Attach copies of the following to this form.)

- A. A brief explanation to support the grounds for your appeal.
- B. A list of relevant support materials.
- C. A copy of each of the support materials identified on the list.

Student Signature _____ Date _____

Received by:

Department: _____ Date: _____

Signature of Person Receiving this Request: _____