



FINAL GRADE APPEAL FORM

Normally, grade appeals should be resolved between the student and the course instructor. In the event that the appeal is unresolved, the student must submit a completed **FINAL GRADE APPEAL FORM** along with proof of payment of the **\$100.00** final grade appeal fee (subject to change) to the Head of the Academic Unit responsible for the course, **within one regular semester of the posting of the final grade.**

Name of Student: _____ ID #: _____
Please Print

Status (check one): ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

UB E-mail Address: _____

Home Phone: _____ Cell Phone: _____

Course Title: _____

Course Abbreviation/Number: _____ Course Section: _____

Number of Credits: _____ Semester/Session Course Taken: _____ Year Taken: _____

Course Fulfills (check one): ☐ Major Area ☐ Minor Area ☐ General Education ☐ Elective

Reason for Appeal (check one) with Supporting Documentation attached:

- ☐ Clerical error in calculating final grade.
☐ Standards/criteria used to determine final grade inconsistent with Course Outline approved by Academic Board/ Senate or course syllabus distributed at the beginning of the semester/session.
☐ Standards/criteria used to determine final grade inconsistent with those applied to other students in the course.
☐ Final grade based on factors other than academic performance.

Student's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Receipt of Grade Appeal Fee: ☐ Yes / ☐ No Date Appeal Received: _____

☐ Original Grade To Be Upheld ☐ Original Grade To Be Changed From: _____ To: _____

Reason: _____

Name/Signature, Course Instructor Date

Name/Signature, Academic Unit Head Date

Name/Signature, Academic Dean Date