



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): [] First Year [] Second Year [] Third Year [] Fourth Year [] Fifth Year

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