



Grade Appeal Form – Faculty Response

A Grade Appeal may be pursued when there is substantial evidence of error or injustice (See Student Grievance Procedure). If a student believes that they have the basis to appeal a final grade, they should follow the grade appeal process and timeline outlined in the Student Grievance Procedure. Should a student pursue a grade appeal, faculty will be notified at the onset of the process. After submission, the professor will receive a copy of the appeal and have 10 calendar days to respond via this form.

A grade appeal must be initiated within thirty calendar days after posting of the final grade. A student cannot appeal a grade after they have graduated.

Faculty Name: _____

Phone Number: _____

E-mail Address: _____

Course Name: _____

Course Number: _____

Student's Name: _____

Student's A#: _____

Final Grade: _____

Date Final Grade Posted: _____

Was Informal Resolution Attempted: Yes No

Date of Attempt: _____

Results of Attempt (if any): _____

Please attach a response to the student's appeal.

Please attach a copy of the syllabus and/or any other course documentation you consider relevant.

Email this form and any relevant documentation to: newellr@middlesex.mass.edu.