



Grade Appeal Form – Student Complaint

A Grade Appeal may be pursued when there is substantial evidence of error or injustice (See Student Grievance Procedure). If a student believes they have the basis to appeal a final grade, they should follow the grade appeal process and timeline outlined in the Student Grievance Procedure. (Note: If alleged discrimination or sexual harassment, please see the Affirmative Action Grievance Procedure.)

This form may be submitted AFTER an informal attempt to resolve the issue with the professor AND after contacting the Student Grievance Officer to review to procedure. *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.*

Student Name: _____ Student ID Number: _____

E-mail Address: _____ Phone Number: _____

Course Name: _____ Course Number: _____ Course Dates: _____

Professor's Name: _____ Final Grade: _____

Was Informal Resolution Attempted: Yes No Date of Attempt: _____

Results of Attempt (if any): _____

Please attach a typed written letter outlining the following:

1. The compelling reasons for the appeal (state reasons clearly, citing the specific parts of the syllabus that pertain to the reason, and provide substantive corroboration where applicable).
2. The outcome being sought.

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.