

GRADE APPEAL FORM

Name		ID
Email		
Course Number	Course Name	Term
Instructor		Grade Received

Instructors have the right to judge the quality of academic work for their courses as they see fit. Consequently, the School of Architecture & Design will not consider any appeal that is made on the basis of a personal disagreement with an instructor.

Appeals are only considered when they meet one or more of the following criteria. Please indicate which of the following criteria are being used as the basis of the appeal.

- Error or misjudgement in Calculating Final Grade
- Instructor violated the terms of the Syllabus
- Instructor applied an unfair grading across class
- Instructor did not follow standard procedures for juries and reviews

The following supporting documentation are required

- a- Correspondence between the student and the instructor (e-mails) concerning the course grade inquiry
- b- A3 printed Portfolio (including a PDF copy) displaying the complete process, mid- term presentation and the final presentation as well as any additional information needed
- c- Any other documentation supporting the appeal

Explanation (include another sheet if necessary)

I declare that the information on this form and all supporting documentation is true, correct, and complete to the best of my knowledge and belief. I also understand that purposeful misrepresentation of my situation constitutes scholastic dishonesty and may make me subject to disciplinary action through the Office of the Dean

Student Signature

Date