

If you have decided to pursue a grade appeal, you will use the following template to communicate your appeal in a business letter format. This can help you express your concerns and reason(s) for your appeal in a clear manner. Be sure to address the specific circumstances of your situation and your grade. This letter is required as part of the documents you will submit for the formal appeal. Please submit this form to [NAIC@stu.edu](mailto:NAIC@stu.edu)

### Student Information

Name: \_\_\_\_\_ STU ID#: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

### Course Appeal

Course Title: \_\_\_\_\_

Professor: \_\_\_\_\_ Term: \_\_\_\_\_ Course Number: \_\_\_\_\_

### Attachments

- In a paragraph or two, explain why you are appealing this grade (Attach a separate paper).
  - In the header of each page type your name.
- Attach supporting evidence for the appeal (documents, email trails, screen captures, etc.)

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that all the information provided is truthful, accurate and precise.

#### OFFICE USE ONLY

Reviewed by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Reviewed by Signature: \_\_\_\_\_