

Official Grade Appeal Form

[EWU Policy](#) AP 303-24: Grading, Grade Changes, and Grade Appeals

This grade appeal option is available as described in Section 800-040-100 of the EWU Policies and Procedures. Please review these sections prior to filing. Please attach a copy of the Notice of Intent to File a Grade Appeal as filed with the department chair and required by 800-400-100 (a).

Attached separate sheets as needed.

EWU ID# _____ Name Last, First, (MI) _____

Current Telephone No. _____ Mailing Address—Street or PO Box _____ City, State _____ Zip _____

(1) Prospective appellants must attempt informal settlement with the instructor prior to filing the official appeal (800-040-100(3)(b)). Consistent with the stipulations of 800-040-100(3)(b), please describe your attempts at informal settlement:

(2) Prospective appellants must confer with the department chair if unable to settle the conflict with the instructor. Describe your conference with the department chair [800-040-100(3)(b)].

(3) Official Grade Appeals must generally be filed within 30 working days after instruction begins for the next regular quarter (Fall is considered the next regular quarter after spring and summer.) [Section 800-040-100(3)(c)]. Appeals must result from a failure to resolve the conflict. If a response was acquired from the chair, please attach it to this form and explain your concern below. If a response was not acquired, please state:

(4) What action are you seeking to resolve the conflict? (e.g., reexamination, reevaluation, mediation, arbitration)

All official grade appeals shall be heard by the Grade Appeals Board subject to the provisions of 800-040-100(4).

For Office Use Only—Received by Department Chair

Signature _____ Date _____

Attach (1) Notice of Intent to File Grade Appeal (2) Response of Department Chair