



UNIVERSITY COLLEGE GRADE APPEAL

A student may use this form to appeal a grade or evaluation that he or she feels was improperly assigned by the instructor. This form may not be used to petition to withdraw from a class or for removal of hours and points. The University Petition Form is the appropriate form to use for requests to withdraw from a class or for removal of hours and points. To obtain the University Petition Form please visit:

https://www.wright.edu/sites/default/files/page/attachements/undergraduate_petition_form_1.pdf

1. The student completes and submits form providing all relevant supporting documentation.
2. The instructor reviews the material and responds in writing to the petition. The instructor may recommend a change in the grade or evaluation, or that the grade or evaluation remains as assigned along with the rationale.
3. If the student does not agree with the instructor recommendation, the student may write a response and request a meeting with the supervisor and the instructor.
4. The supervisor makes a recommendation based on the results of the meeting. The recommendation is provided to the student.
5. If the student does not agree with the recommendation, the written documentation is forwarded to a UC petition committee consisting of three members of the University College staff or faculty who are not involved in the petition. The committee will review the documentation and written responses and make a recommendation.
6. If the student does not agree with petitions committee decision, he/she may meet with University College Dean. A final decision by the Dean will be transmitted to the student.

| | |
|-----------------------------------|------------------------|
| Student Name: | UID: |
| Email: | |
| Course Number: | Course Name: |
| Course Instructor: | |
| Semester & Year Taken: | Grade Received: |

Please write a brief explanation warranting this grade appeal. Include relevant applicable information of evidence to support the appeal including, but not limited to: timeline of events relevant to the appeal, assignments or exams in question, copy of the course syllabus, copy of university regulation if appropriate, correspondence with instructor if any, and/or any other relevant documentation supporting the appeal.

I declare that the information on this form and all supporting documentation is true, correct, and complete to the best of my knowledge. I also understand that purposeful misrepresentation of my situation constitutes academic dishonesty and may be subject to disciplinary action.

Student Signature:

Date: