DATE: ________________________________

TO: __________________________________ , Professor

FROM: __________________________________ , Student Petitioner

SUBJECT: Grade Appeal for ________________________________

I respectfully request a review of my grade in your course.

**Stated Grading Policy in the Course Syllabus**
(List the grading policy in its entirety. If the course attendance policy or other aspects of the course come into play in your appeal, state the pertinent policies, also.)

**Compelling Reasons**
I believe the following reasons are compelling. (State reasons clearly, citing the specific parts of the syllabus that pertain to the reason, and provide substantive corroboration.)

1. 
2. 
3. 

**Student Contact Information**
Student ID: ________________  Mailing Address: ________________
Telephone: ________________  __________________
E-Mail: ________________  __________________

Revised 9-30-2002