

**THE COLLEGE/UNIVERSITY OF THE BAHAMAS
FINAL GRADE APPEAL FORM**

Normally, grade appeals should be resolved between the student and the course instructor. In the event that the appeal is unresolved, the student must submit a completed FINAL GRADE APPEAL FORM along with proof of payment for the grade appeal to the Chair/Academic Head of the School/Unit responsible for the course within one regular semester of the posting of the final grade.

Name of Student: _____ ID #: _____
Please Print

Status (check one): Freshman Sophomore Junior Senior

Mailing Address: _____

Telephone: _____ E-mail: _____

Course Title: _____

Course Abbreviation/Number: _____ Course Section: _____

Number of Credits: _____ Semester/Session Course Taken: _____

Course Fulfills (check one): Major Area General Education Elective requirement

Reason for Appeal (check one) with Supporting Documentation attached:

- Clerical error in calculating final grade
- Standards/criteria used to determine final grade inconsistent with Course Outline approved by Academic Board or course syllabus distributed at the beginning of the semester/session
- Standards/criteria used to determine final grade inconsistent with those applied to other students in the course
- Final grade based on factors other than academic performance

Signature of Student

Date

FOR OFFICIAL USE ONLY

Receipt of Grade Appeal Fee: Yes No Date Received: _____

Original Grade To Be Upheld Original Grade To Be Changed From _____ To _____
GRADE CHANGE FORM must be submitted to Academic Dean/Executive Director

Reason: _____

Name/Signature, Course Instructor

Date

Name/Signature, Chair/Academic Head

Date