



Course Grade Appeal For[®]

Office of Medical Education
College of Medicine
9700 West Taron Drive
Elk Grove, CA 95757

PROCEDURES FOR FILING A GRADE APPEAL

Please refer to the College of Medicine Grade Appeal Policy for detailed information on the grade appeals process and guidelines. The policy can be found in the Student Handbook, General Catalog and online.

STEP 1

A) STUDENT APPEAL TO COURSE DIRECTOR

PLEASE PRINT in blue or black ink. Student complete Step 1 and submit form and attachments (if any) to the Course Director.

Name: _____
Last First Middle

Student ID#: _____ Class of: _____ Date of Birth: _____ Phone#: _____

Course # and Name: _____ Course Director: _____

Year Course was taken: 20____ Term Course was taken (**check one**): Fall Spring Summer

Following the provisions of the Student Grade Appeal Process, I appeal the grade of _____ received in the course cited above.

Reason for requesting grade appeal:

Student's Signature: _____ Date: _____

B) COURSE DIRECTOR'S RESPONSE TO STUDENT APPEAL

PLEASE PRINT in blue or black ink. Course Director complete Step 2 and submit form and attachments (if any) to the Student. If appeal is upheld, send a copy of this form to the Registrar.

I have reviewed the course grade appeal and my decision is to: Uphold the appeal **OR** Decline the appeal

Basis for decision:

Course Director's Signature: _____ Date: _____