

Thomas J. Watson College of Engineering and Applied Science  
at Binghamton University

**FINAL GRADE APPEAL FORM**

Name: \_\_\_\_\_ B # \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_

Instructor: \_\_\_\_\_ Semester & Year taken: \_\_\_\_\_

Grade Received: \_\_\_\_\_ Grade Requested: \_\_\_\_\_

It is the student's responsibility to initiate an appeal of final grade as soon as possible to allow reasonable time for resolution.

Grade changes for fall semester courses should be completed by the end of the second week of classes in the spring semester, and changes for spring semester courses should be completed within four weeks of spring Commencement. No changes can be made to a student record after the degree has been conferred.

Instructors have the right to judge the quality of academic work for their courses as they see fit. Consequently, the Senior Associate Dean will not consider any appeal that is made on the basis of a disagreement with an instructor over the content of an exam answer, paper or other assignment. Appeals are only considered by the Senior Associate Dean when they meet one or more of the following criteria. Please indicate which of the following criteria are being used as the basis of the appeal. (Check all that apply.)

Instructor violated the terms of the syllabus

Instructor made an error in calculating or recording a grade

Instructor violated a university policy when he/she gave assignments, administered exams, or assigned grades

Instructor applied an inconsistent grading standard across students

Instructor did not allow the student to complete assignments or exams missed before the student added the course

Instructor violated a written agreement with the student

The following supporting documentation is required (unless otherwise noted):

- Explanation of what occurred and how the criteria checked above applies to the situation
- Correspondence from instructor and Department Chair indicating that the appeal has been denied at those levels
- Course syllabus
- Timeline of events relevant to the appeal
- Assignment or exam in question (if applicable)
- Copy of university regulation (if applicable)
- Correspondence with instructor (if applicable)
- Any other 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 and belief. I also understand that purposeful misrepresentation of my situation constitutes scholastic dishonesty and may make me subject to disciplinary action through the Office of the Dean of Students.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_