

**Marquette University College of Nursing
Undergraduate Grade Appeal Form
[please print or type all information]**

Prior to initiating this formal grade appeal: It is understood that the student will have consulted with the instructor assigning the grade, presenting the student's rationale and evidence for a grade change. If this does not lead to resolution, the student may initiate a formal grade appeal by submitting the form below.

Timing, according to grade appeal policy: The appeal is to be submitted no later than ten calendar days after official grades are posted in CheckMarq. However, it is in the student's best interest to appeal as soon as possible after learning of the grade that will be appealed, since academic progress may be dependent on the outcome of the appeal.

Name of Student: _____
Name of Advisor: _____
Cell Phone #: _____
E-mail: _____

Level in Program (check one): Freshman Sophomore Junior Senior

MUID#: _____ Current cumulative GPA: _____

I am appealing a final course grade (_____) that I received in (_____) from (_____).

Reason(s) for my grade appeal indicated by checking the appropriate box(es) below:

- significant violation of clearly established written policies (specify on an additionally submitted document the exact source, e.g., syllabus, student handbook, etc.)
- result of improper procedures (specify on an additionally submitted document)
- discriminatory (specify on an additionally submitted document)

My rationale for this appeal is as follows: *(Please attach a written explanation.)*

On _____, I consulted with the instructor who assigned the grade about the above. I presented the following evidence about why I believe the grade is in error: *(Please attach a written explanation.)*

I have decided to request a formal grade appeal.

Student's signature: _____ Date: _____

Check off any applicable options below:

- I am choosing to submit additional evidence of my performance with my appeal.
- I am requesting that additional pertinent materials be submitted in addition to my appeal.

Send completed form to Assistant Dean for Undergraduate Programs
Dr. Madeline Schmidt (madeline.schmidt@marquette.edu)