

Notice of Intent to Formally Appeal a Grade

This form will need to be submitted to the Department Chair or School Director for the Department or School offering the course.

Student Name:	
Student ID Number:	
Telephone Number:	

Department	
Course Number	
Section	
Course Title	
Semester	
Year	
Grade Awarded	
Instructor Name	

Reason(s) for the appeal (see "Procedures for Grade Appeals" on the Radford University Office of the University Registrar's webpage for policy on student appeals before completing this section). Attach additional sheets as necessary.

Suggested resolution: indicated what you would consider a fair resolution of the appeal, with supporting reasons.

By signing below, I verify that I have been unsuccessful in reaching a resolution by working with the instructor in the informal appeals process. I also recognize that the falsification of any information, either on this form or at any stage of the appeals process, represents a violation of the Radford University Honor Code.

Student Signature: _____ Date: _____

***** **FOR OFFICE USE ONLY** *****

Appeal Received by Department Chair: _____ Date: _____

Appeal Received by Instructor: _____ Date: _____