

Notice of Intent to File a Grade Appeal

[EWU Policy AP 303-24: Grading, Grade Changes, and Grade Appeals](#)

Grade Appeal Procedures— **please review these sections prior to filing.**

A student who wishes to question a grade must submit a written request for a meeting and a brief description of the issue to the instructor of record no later than 10 working days after the start of the next regular academic term after receiving the grade. The deadlines for spring quarter and summer term are counted from the beginning of fall quarter. If the instructor is no longer at the university or is on leave, the chair of the department or designee will act in place of the instructor of record.

If the student's concern remains unresolved after the discussion with the instructor the student may **submit this form to the chair of the department** within five working days of speaking with the instructor.

The chair or designee shall review the student's request, discuss the situation with the instructor whenever possible, and attempt to resolve the matter. The chair or designee shall provide a written explanation of his/her findings to the student and instructor within five working days of receiving the form.

If the student is not satisfied with the written explanation, the student may submit an "Official Grade Appeal" form within five working days to the chair or designee requesting a hearing with a Grade Appeals Board.

EWU ID# _____ Name Last, First, (MI) _____

Current Telephone No. _____ Mailing Address: Street or PO Box _____ City, State _____ Zip _____

Grade under question

Department _____ Instructor _____

Course No. _____ Section _____ Course Title _____

Quarter /Year _____ Time/Days _____ Grade _____

Brief Statement of Problem:

Signature _____ Date _____

For Office Use Only

Received by Department Chair _____ Signature _____ Date _____