

GRADE APPEAL FORM

Caribbean Medical University

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This form is to be completed and submitted to the Academic Department and Registrar by fax or e-mail.

The appeal process is designed to allow students to formally challenge academic decisions. Most appeals require a minimum of 20 business days to process, and often longer if the information submitted is not complete.

INFORMATION

Please Print:

Term:

First Name

Middle Name

Surname

GRADE APPEAL STATEMENT

Please describe all details leading to the complaint *(include dates and attach any supporting documents)*:

GRADE APPEAL INFORMATION

Students are required to speak with the instructor (s) about the grade before the appeal is submitted. If after speaking with the instructor, there are still grounds for a grade appeal, an application timeline of 20 days from the date the course grade was issued will be applied. The following should be submitted with the Grade Appeal Request:

- Completed Grade Appeal form.
- Letter including a rationale for having the work re-graded, including date and signature.
- Statement of the discussion with the instructor
- Copies of coursework to be reviewed.
- \$15 appeal fee

GRADE APPEAL DECISION

SIGNATURE

Signature Student: _____

Date: _____

Signature Instructor: _____

Date: _____

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____