

# Chemistry Department Grade Appeal Form

Date \_\_\_\_\_

Student name \_\_\_\_\_

Student KU ID# \_\_\_\_\_

Course # and title \_\_\_\_\_

Instructor's name \_\_\_\_\_

Semester/year \_\_\_\_\_

Course grade assigned \_\_\_\_\_

Copy of syllabus attached

Written statement from student (below or attached)

Summary statement of steps taken to communicate with instructor (below or attached)

Copies of available graded work for the course and/or a list of grades received on assignments attached

1. Statement explaining why you believe there was an improper application of the grading procedure announced for the course by the instructor.

2. Summary of steps taken to resolve the grade dispute.