
GRADE APPEAL FORM

Students wishing to appeal a grade must follow all steps and policies outlined in the [Academic Catalog](#).

Please make sure this form is completed in its entirety. No additional documentation will be accepted after the filing date of this Grade Appeal. Please also be aware that if further assessment of the assignment(s) in question results in a lower grade, the final grade may be *affected*.

SECTION I: STUDENT INFORMATION	
Student Name:	Student ID #:
Pacific Oaks Email:	
Personal Email:	

SECTION II: COURSE INFORMATION		
Class code:	Class section:	Class term:
Instructor:		
Assignments:		

SECTION III: COURSE APPEAL DETAILS
Specific Issues – Please provide the evaluation received in the course and describe the reason(s) for this appeal. Provide factual data, details, and any other forms of proof (including E-mail correspondence), that substantiates your claim:
What was the instructor's response when you communicated with him/her about this issue? – Please include evidence of your attempts to communicate with the Faculty member regarding this issue.
Desired Resolution – Please explain specifically what you want to achieve from this appeal:

OFFICE OF THE REGISTRAR

45 Eureka St., Pasadena, CA 91103

TEL 626.529.8076

RegistrarOffice@pacificoaks.edu

Supportive Documentation – check all that are included and make sure these are attached:

E-mails (between student and instructor)

Instructor comments

Chat transcript

Assignment(s) in question

Other

This appeal will be forwarded to the School Academic Chair and course instructor for the instructor's review and possible adjustment. The course instructor and/or Chair will return the decision in writing indicating the basis on which the decision was made and include the current evaluation written for the student, the evaluation criteria for the course, performance indicators, and attendance data, if applicable, achieved by the student in that course. The decision is transmitted to the student through the Registrar with whom the appeal was initially filed.

SECTION IV: PROCESSING (For Office use ONLY)

Decision:

Academic Chair Signature:

Date: