



LOYOLA
UNIVERSITY CHICAGO

The Graduate School
Academic Appeal Form for Course Grade

If a student chooses to contest a course grade (see *Academic Appeal of Course Grade policy in the catalog at <https://catalog.luc.edu/academic-standards-regulations/graduate-professional/graduate-school/>*), the student's first step is to confer directly with their instructor. If a student and instructor are unable to resolve the course grade dispute and the student still chooses to contest their grade, the student may make a formal appeal request using this form. The form must be submitted to the chairperson of the department offering the course no later than **30 days into the following semester** and must explain in detail why the grade is arbitrary and capricious. Failure to first attempt resolution with the instructor may result in denial of request without further review. Failure to submit a request within this period and with this form waives the right to appeal and renders the decision final.

NAME _____ ID Number _____

LUC Email _____@luc.edu Date of Appeal _____

Course Information Year _____ Term _____ Fall _____ Spring _____ Summer _____

College/School of Course _____

Department _____ Course Number _____ Section _____

Instructor Name _____

Final Grade in the Course (please note that only final course grades may be appealed) _____

Prepare a statement that explains in detail why you consider the instructor's final grade to be arbitrary and/or capricious. This would mean that there is no relation between the grade given and your performance in the class and that a reasonable person would not find that the grade was deserved. Mere disagreement or dissatisfaction with your grade does not constitute a basis for grievance. Include/attach any relevant materials (such as graded assignments and the syllabus from the course) to your appeal and explain their significance.

Please select each item to indicate understanding and agreement:

_____ By selecting this checkbox, I am confirming that I have read the Academic Appeal of Course Grade in the current academic catalog (at the link above), and I understand the standards and regulations stated in this section of the Graduate School Academic Policies.

_____ By selecting this checkbox, I am confirming that I believe that my appeal statement above is accurate, reasonable, and within the limits of these standards.

_____ By selecting this checkbox, I am confirming that I attempted to resolve this issue relating to my course grade dispute with my instructor but was unable to reach a resolution.

Student Signature _____