



Appeal of Final Grade Process

The grade appeal form and supporting documentation should be submitted to the assigned academic advisor no more than 10 calendar days after the final course grade has posted. The assigned academic advisor will submit the appeal to both the faculty member and School Dean upon receipt. The faculty member will have 5 business days to respond to the appeal. The Dean will render a final decision on the grade within 5 business days after receiving the faculty response.

NOTE: If the faculty member does not respond within allotted time, Dean will render final decision without faculty comments.

1. Students MAY NOT appeal the published/stated financial policy of National University.
2. All financial obligations with the University must be current before you begin the appeal process.
3. All final grade decisions made by the Deans are final and may not be appealed.

Step 1: Complete Grade Appeal Form
Your Name:
Date:
Course:
Faculty Name:

Describe your appeal; include all information that supports the rationale for your appeal; be specific. Please attach additional page if there is not enough room below.

Summary of Appeal:

Send completed form and any supporting documentation to assigned academic advisor for processing.



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For Administrative Use Only

Faculty Response:

Faculty – Please email completed form to the Dean's Office and CC assigned academic advisor.

Appeal Approved:		Appeal Denied:	
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Deans Response:

Deans – Please submit final grade appeal with final decision and comments to the assigned academic advisor.