at Binghamton University
FINAL GRADE APPEAL FORM
Name: B #
Course Number: Course Name:
Instructor: Semester & Year taken:
Grade Received: Grade Requested:
Instructors have the right to judge the quality of academic work for their courses as they see fit.
Consequently, the Associate Dean will not consider any appeal that is made on the basis of a
disagreement with an instructor over the content of an exam answer, paper, or other assignment.
Appeals are only considered by the Associate Dean when they meet one or more of the following
criteria. Please indicate which of the following criteria are being used as the basis of the appeal. (check
all that apply) Instructor violated the terms of the syllabusInstructor made an error in calculating or recording a gradeInstructor violated a university policy when he/she gave assignments, administered exams, or
assigned gradesInstructor applied an inconsistent grading standard across studentsInstructor did not allow the student to complete assignments or exams missed before the
student added the courseInstructor violated a written agreement with the student
The following supporting documentation is required (unless otherwise noted): Explanation of what occurred and how the criteria checked above applies to the
situationCorrespondence from instructor and Department Chair indicating that the appeal has
been denied at those levelsCourse syllabusTimeline of events relevant to the appeal

 Correspondence with instructor (if applicable)
 Any other documentation supporting the appeal

I declare that the information on this form and all supporting documentation is true, correct, and
complete to the best of my knowledge and belief. I also understand that purposeful misrepresentation
of my situation constitutes scholastic dishonesty and may make me subject to disciplinary action
through the Office of the Dean of Students.

Student Signature Date