

Herzing University Grade Appeal Form

**Please include only relevant information related to your grade appeal. The information you include is what will be reviewed by the program chair, so please be detailed and accurate to expedite the process.

Date: Click to enter today's date.
Student Name:
Herzing Student ID:
Herzing Student Email:
Student Phone Number:
Student Services / Academic Advisor:
Class Details: Click to enter your class section (i.e. MO 110 – 7B) and name (i.e. Keyboarding).
Instructor Name:
Current Class Grade (Letter Grade / Grade Percent):

1. Please describe the reason for your Grade Appeal.

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2. Please describe the result and dates of your communication attempt(s) with your instructor below.

Date	Communication Type: In-Class Messaging, Email, or Phone	Result

3. Please list the specific assignment(s) and relative appeal reasons for each assignment, or groups of assignments.

Assignment (i.e. W1A1)	Appeal Reason

4. Please explain your desired outcome for this appeal.

(i.e. ungraded assignments graded, submit missing work)

5. Please paste or attach any relevant supporting material for your grade appeal in the box below.

(i.e. email, canvas messaging, medical documentation)