



METHODIST UNIVERSITY

WF Grade Appeal Form

Student Name & ID: _____

Course Number and Section: _____ **Professor:** _____

Step 1:

Student's Brief Rationale for Appealing the Grade (attach supporting documentation, if necessary):

Student Signature: _____ **Date:** _____

Step 2: Meeting with Professor

The student should schedule a meeting with the professor. If the matter is resolved at this stage, the professor should briefly describe the resolution, conditions of the resolution and sign below.

Approved: _____ **Denied:** _____

Professor: _____

Date: _____

Step 3: Decision of the Vice President for Academic Affairs

Final decision:

Approved: _____ Denied: _____

Signature: _____
Vice President for Academic Affairs

Date: _____

Registrar's Office – Processed by: _____
Date: _____