



NOTRE DAME OF MARYLAND UNIVERSITY

ENGLISH LANGUAGE INSTITUTE

FINAL GRADE APPEAL FORM

This form should be filled out by ELI students who believe their final grades were awarded unjustly, as a result of prejudice or caprice. The burden of proof rests with the student, who must begin the appeal using this form no more than 30 days after the final grade has been given.

Following the submission of this form, ELI administration will investigate the matter. The ELI will hold interviews with both the faculty member awarding the grade and the student. The student must provide proof in the form of assignments, exams and other graded work during the interview with ELI administration.

Date: _____

Student Name (Please Print): _____

Signature: _____

ID: _____

Course: _____;

Semester and Year Course was Taken: _____

Faculty Name: _____

Briefly state reason for appeal: _____

The appeal must (1) state specific reasons for the appeal and give examples of faculty prejudice or caprice and (2) show that prejudice or caprice affected the awarding of the final course grade. The student is encouraged to write a letter and include it with this appeal.

All supporting documentation must be included with the appeal. If you have any questions about the grade appeal process or the policy, please refer to the ELI Student Handbook.

Submit this form and all supporting documentation to the Director of Assistant Director of the ELI.

Students should keep a copy of this form and all documentation and attachments for their records.

Appeal Form Received by: Name: _____; Date: _____