



**Prairie View A&M University
Student Grade Appeal Form**

Generally, student complaints about grades or other class related performance assessments can be addressed by the instructor of record and the student. When that cannot be achieved, the student may have his/her complaint addressed by the Grade/Class Related Appeals policy. The policy can be found in the online [PVAMU Academic Catalog](#).

In those instances where a student believes that miscommunication, error, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal a grade. The grade appeal process is initiated with the instructor of record and must be filed within thirty (30) days following the alleged precipitating action on which the complaint is based, or the grade is posted.

Before completing this form, please read the Grade/Class Related Appeals policy in the [PVAMU Academic Catalog](#). The form must be typed, and submitted to the instructor of record of the class for which you wish to appeal a final grade. Academic colleges may have additional paperwork required to initiate the grade appeal process. Please follow up with the department/college that houses the course in question.

Students wishing to dispute a final grade must complete the form below.

Student Name:

PVAMU Student ID:

Phone:

Email:

Course (ex. BIOL 1300):

Section (CRN):

Instructor of Record:

Grade Received:

Semester and Year Grade Received:

Grade Appeal Basis: (Check all that Apply)

Mathematical Error in Grade Calculation

Material Deviation from Course Syllabus

Other:

Please summarize the basis for this appeal and the specific results you are requesting. Please attach additional documentation as needed to support your appeal.

Student Signature:

Date:

This form must be emailed directly to the instructor of record within 30 days of the posting of the final grade per the Grade/Class Related Appeals policy found in the [PVAMU Academic Catalog](#).