



**INSTRUCTIONAL GRADE APPEAL**  
**STEP 3 – APPEAL TO EXECUTIVE DIRECTOR of ACADEMIC AFFAIRS**

***Step 3-Part A: This portion of form completed by student within 5 business days of receipt of the School's decision.***

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The grade appeal at the instructor and school level was not resolved to my satisfaction; therefore, I appeal to the Executive Director of Academic Affairs.

Only the original explanation of circumstances and documentation will be considered; no new issues may be added.

Attach:

Step 1- Instructional Grade Appeal form to instructor with original explanation of circumstances and documentation.

Step 2 – Instructional Grade Appeal form to School.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Step 3-Part B: This portion of form completed by Executive Director of Academic Affairs.***

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EXECUTIVE DIRECTOR, ACADEMIC AFFAIRS DECISION:

The student will be notified by mail of Grade Appeal decision.

**If the appeal is denied, the decision of the Executive Director of Academic Affairs is final**

*Original to Executive Director of Academic Affairs, copies to Student, Instructor, and School.*