**Student Grade Appeals Form for Computer Science and Engineering**

This form is to collect the relevant department information for the CSE appeals committee to decide to accept or deny the appeal or address the concern in other ways if possible. Please maintain this document in Word DOC or DOCX format so that comments and concerns can be directly addressed in the document by students, staff, instructors, and the appeals committee.

Also note this document is for grade appeals only. If a low grade is the result of an academic integrity violation (e.g. cheating, plagiarism, etc) the appropriate process is an Appeal of Academic Integrity found here https://computerscience.engineering.unt.edu/appeals

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| INTERNAL CSE OFFICE USE ONLY  Determination of the appeals committee:  \_\_\_\_: Deny Appeal \_\_\_\_: Accept Appeal \_\_\_\_: Other  Reason: |

Name:

Student ID (8 digits):

E-mail:

Date of incident or grade received:

Date of the initial appeal submission (today’s date):

**Course information**

Course number, section, and title:

(e.g. CSCE 5218-002: Deep Learning)

Instructor:

Semester and Year

(e.g. Spring 2022):

Current course grade:

Anticipated course grade if appealed is accepted:

**Student description:** Please describe the reason you believe your grade should be changed. It is important to include all relevant information in this description including screen shots or the relevant text from documents in your case for an appeal. Documentation outside of this will not be provided directly to the appeals committee so it is important to include all relevant information. Most appeal denials are a result of a lack of sufficient information, so it is in your best interest to focus on the facts and provide the relevant information. Add additional pages as needed.

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| CSE FACULTY ONLY (staff will reach out to instructors to provide their response here)  INSTRUCTOR RESPONSE:  Given the description earlier in this document, please provide your feedback. Use additional pages as needed. |