In order to make a fair and impartial determination, we need the following information regarding the grade you are appealing:

Student's Name: ____________________________  EMPL ID No.: ____________________________

E-mail Address: ____________________________  Tel No.: ____________________________

☐ 1. Course number: ____________________________  Section: ____________________________

☐ 2. Course title: ____________________________

☐ 3. Semester: ____________________________  Year: ____________________________

☐ 4. Instructor: ____________________________  Grade: ____________________________

☐ 5. Session: (Circle one)  Undergraduate  Graduate

☐ 6. Have you first discussed your appeal with the instructor as required by Hunter College policy?
Yes [ ]  No [ ]  If no, please explain.

☐ 7. What is the basis of your appeal?  Grade requested: ____________________________

(continue on reverse side if necessary)

☐ 8. Do you have originals or copies of your paper, exams etc.?  Yes [ ]  No [ ]
Please send copies of your work in this course ONLY if the box on this item is checked.

☐ 9. When did you first appeal your grade? ____________________________

☐ 10. Do you wish to have a student on the grade appeal committee?  Yes [ ]  No [ ]

Signature: ____________________________  Date: ____________________________