

Student grade dispute complaint

Subject: Grade Appeal for [Course Name and Number]

Dear Academic Appeals Committee,

I am submitting this formal grievance to contest the final grade I received in [Course Name] for the [Semester/Term] period. After careful review of my academic performance and adherence to course requirements, I believe the assigned grade of [Grade] does not accurately reflect my work.

My concerns are based on the following: [specific reasons - grading errors, bias, unclear rubrics, etc.]. I have maintained detailed records of all assignments, exams, and communications with the instructor throughout the semester.

According to the academic catalog, I have the right to appeal this grade within [timeframe]. I have already attempted to resolve this matter directly with Professor [Name] on [date], but we were unable to reach a satisfactory resolution.

I am requesting a formal review of my coursework and grade calculation. Enclosed are copies of all relevant materials including assignments, exams, and correspondence.

I respectfully request that this committee review my case and provide a fair assessment of my academic performance.

Thank you for your consideration.

Respectfully,

[Student Name]

[Student ID]

[Contact Information]

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