

#### **AMERICAN INTERCONTINENTAL UNIVERSITY-LONDON**

STUDENT APPEAL FORM (ASSESSMENTS AND GRADING)

#### Notes:

- A student who wishes to appeal for a grade change to an assignment or examination that contributes towards the final degree award should complete this form and submit it to the appropriate Program Dean WITHIN 30 DAYS of the date when the grade was first made available to the student.
- The form should be completed in full and handed to the relevant faculty instructor, together with the work/material submitted by the student for which the original grade was awarded.
- 3. The faculty instructor indicates in Section B of this form whether or not s/he is prepared to consider a re-grading. S/he will sign the form and then pass the form and the student's work/assignment to the relevant Program Dean. The Program Dean, in consultation with the relevant faculty instructor (and, where considered relevant, the Vice President of Academic Affairs), will then make a decision as to whether the re-grading can take place. However, it should be noted that the Program Dean reserves the right to moderate the student's submission. This could result in the awarding of a grade lower than that originally assigned by the faculty instructor.

### PLEASE COMPLETE THIS FORM USING BLOCK CAPITAL LETTERS.

## SECTION (A)-IS COMPLETED BY THE STUDENT WISHING TO APPEAL A GRADE.

NAME OF STUDENT MAKING APPEAL (FIRST/GIVEN NAME FOLLOWED BY FAMILY/SURNAME):

NAME OF GROBERT MARKING AT LAZ (INGINGIVER NAME FOLLOWED BY FAMILE POSITIONING).
STUDENT'S PERSONAL EMAIL ADDRESS:
STUDENT'S AIU EMAIL ADDRESS:
PROGRAM:
COURSE BEING APPEALED: (E.G. MKT 643 NEW PRODUCT DEVELOPMENT)
ASSIGNMENT TITLE/EXAMINATION BEING APPEALED: (E.G. MID-TERM EXAM, FINAL EXAM, PROJECT, ETC)
NAME OF COURSE FACULTY INSTRUCTOR:
ORIGINAL GRADE AWARDED BY FACULTY INSTRUCTOR:
REASON FOR APPEAL: (THE STUDENT SHOULD SET OUT IN WRITING, IN A CLEAR AND CONCISE MANNER, WHY S/HE CONSIDERS THE GRADE AWARDED FOR THE ASSIGNMENT/EXAMINATION SHOULD BE CONSIDERED FOR A HIGHER GRADE. CONTINUE ON A SEPARATE SHEET OF PAPER IF NECESSARY AND ATTACH IT TO THIS FORM.)
SIGNATURE OF STUDENT: DATE:

THE STUDENT SHOULD NOW HAND THIS FORM TO THE FACULTY INSTRUCTOR WHO ASSIGNED THE ORIGINAL GRADE AND TAUGHT THE COURSE. THE FORM MUST BE ACCOMPANIED BY THE WORK/ASSIGNMENT NOW BEING APPEALED.

# SECTION (B) - IS COMPLETED BY FACULTY INSTRUCTOR.

I (CIRCLE APPROPRIATE RESPONSE) SUPPO	RT DO NOT SUPPORT THIS STUDENT'S GRADE APPEAL.	
FACULTY INSTRUCTOR'S REASONS FOR ABOVE DECISION:		
SIGNATURE:	DATE:	
ONCE COMPLETED, THE FACULTY INSTRUCTOR SHOULD SEND THIS FORM, TOGETHER WITH THE STUDENT'S WORK/ASSIGNMENT, TO THE APPROPRIATE PROGRAM DEAN FOR A FINAL DECISION.		
SECTION (C) – IS COMPLETED BY THE PROGRAM DEAN.		
DATE APPEAL FORM	DATE DECISION MADE	
RECEIVED:	BY DEAN:	
DEAN'S DECISION (WITH REASONS):		
SIGNATURE:	DATE:	