



OKLAHOMA CITY UNIVERSITY

School of Adult and Continuing Education – Singapore
2501 N. Blackwelder Ave. • Oklahoma City, OK 73106 • 405-208-5365 • www.okcu.edu

Request to Appeal Grade

Appeals must be received within ten (10) working days of the receipt of the final grade.

NAME: _____ DATE: _____
DD/ MM /YY

STUDENT ID (B#): _____ INTAKE#: _____

MODULE TITLE: _____

INSTRUCTOR: _____

*REASON FOR APPEAL: _____

Signature of Student

Date

*A grade awarded by the instructor is presumptively correct and the instructor's determination is generally final. No final grade can be changed except on proof of exceptionally egregious circumstances. The student must have reasonable grounds to believe that a final grade received in any course was based on a violation of established university policy, procedures, or regulations, substantial error, bias or miscarriage of justice (OCU Undergraduate Catalog, p. 49 and OCU Graduate Catalog, p. 35). For additional information, including the complete Grievance Procedure for Grade Appeal, please visit the Oklahoma City University Undergraduate or Graduate Catalog at www.okcu.edu/academics.

Disappointment with the original grade is not reasonable grounds for an appeal.