

Student Information			
First Name:		Last Name:	
NJIT-ID (8-digit number):			
Course Information			
Instructor's Name:			
Course Number:		Course Name:	

Step 1	Student must read the NJIT Grade Appeal Policy: <a href="http://www5.njit.edu/provost/sites/provost/files/lcms/docs/2014/Grade_Appeal_Policy_-_Approved_Version.pdf">http://www5.njit.edu/provost/sites/provost/files/lcms/docs/2014/Grade_Appeal_Policy_-_Approved_Version.pdf</a>
	<i>I certify that I have completed Step 1 (Student's Initials):</i>
Step 2	Student must attempt to resolve the grade dispute with the course instructor. Communication should be done via e-mail. In-person or telephone conversations should be reiterated and confirmed via email.
	<i>I certify that I have completed Step 2 (Student's Initials):</i>
Step 3	If the grade dispute cannot be resolved with the instructor, the situation should be brought to the attention of DMS via email to the Department Chair at <a href="mailto:MathChair@njit.edu">MathChair@njit.edu</a> .
	<i>I certify that I have completed Step 3 (Student's Initials):</i>

**Attention: Step 4 should be taken only after Steps 1 – 3 have been completed.**

Step 4	Formal appeal of the final grade is made by letter to the Department Chair no later than the end of the third week of the semester subsequent to the grade posting. The letter must contain the following: <ul style="list-style-type: none"> <li>• State succinctly, accurately and completely the cause for the appeal</li> <li>• Include the name and number of the course</li> <li>• Include the grade given</li> <li>• Include the name of the instructor</li> <li>• Include whether the grade given prevents the student from advancing</li> </ul> <p>Additionally, the submission should include as attachments:</p> <ul style="list-style-type: none"> <li>• A syllabus</li> <li>• Relevant course materials</li> <li>• Any correspondence (to and from the instructor) that supports the appeal</li> </ul>
	<i>I certify that I have completed Step 4 (Student's Initials):</i>

The Department of Mathematical Sciences has received the following grade dispute support materials:	
<input type="checkbox"/> Letter from student to the DMS Chair <input type="checkbox"/> Course syllabus <input type="checkbox"/> Relevant course materials <input type="checkbox"/> Any correspondence (to and from the instructor) that supports the appeal	
Received by:	Date:

(DMS Representative)