Innovative University of Enga

Grade Appeal Form

Instructions: Please complete all sections of this form and attach supporting documentation. Submit the completed form to the dean of the college delivering the course within 2 working days of the release of the grade you wish to appeal. Please note that there will be an administrative processing fee of K30 for each appeal lodged. Appeal forms will not be processed if proof of payment is provided at the time of the appeal form submission.

Student Full Name: _____

Student ID Number: _____

Degree Program and College: _____

Course Code and Title: _____

College Delivering the Course: _____

Semester and Year: _____

Faculty Member's Name: _____

Date of Grade Release: _____

Grounds for Appeal (Tick one or more):

[ ] Administrative Error
[ ] Procedural Irregularity
[ ] Bias or Unfair Treatment

Explain the reason(s) for your appeal (attach additional pages if necessary)

_____

_____

_____

_____

List of Attached Supporting Documents

_____

_____

Declaration:

I declare that the information provided in this appeal form is true and accurate to the best of my knowledge. I understand the any misrepresentative may incur penalties up to and including dismissal from IUE.

Student Signature: _____ Date: _____

For Office Use Only:

Date Received: _____

Received By: _____

Appeal Reference Number: _____

Outcome of Appeal: _____

Comments: _____

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Dean Signature: _____ Date: _____