



**Sultan Qaboos University
College of Engineering
Grade Appeal Form**

Reserved for a barcode

A. Grade Appeal Information and Procedure:

General Information of SQU Academic Regulations for Grade Appeal:

- 1- Students have the right to appeal against course grade within *30 days* from the official announcement of the results.
- 2- Student shall discuss his/her grade *first* with the Instructor concerned. If the Instructor rejects to review the grade, the student shall have the right to appeal using this form, following the procedure shown below.
- 3- Students should understand that the appealed grade might change to a lower or a higher grade or remain unchanged.

Grade Appeal Procedure:

- 1- Student to fill out Sections **B**, **C**, and **D** of this form. Please print out both pages and sign the form.
- 2- Student to submit the signed form to the Assistant Dean for Undergraduate Studies (ADUS), Room # 2020.
- 3- ADUS shall forward the appeal form to the concerned Head of Department (HoD).
- 4- The Head of the Department shall form an Ad-hoc Committee to consider the appeal.
- 5- The Instructor of the course shall be one of the members of the committee.
- 6- The Instructor shall make the relevant material available to the Ad-hoc committee.
- 7- The committee shall report its recommendations to the Head of the Department in writing using this form.
- 8- Based on the report of the Ad-hoc committee, the Head of the Department shall make a decision on the appeal.
- 9- The decision of the Head of the Department shall be forwarded to the Dean through ADUS for approval.
- 10- Head of the Department shall inform the student about the final decision of the appeal.
- 11- Student can appeal to the Vice Chancellor (VC) against the College's decision.

B. Student Information: *(student to fill)*

Student Name:

ID/Cohort:

Cumulative GPA:

Semester GPA:

Load Status:

C. Course Information: *(student to fill)*

Semester/year:

Course Title:

Course Code:

Section:

Marks before Final Exam:

Current Grade Letter:

Instructor:

D. Reasons for Appeal: *(student to fill)(please attach supporting letter or documents if needed)*

Student Signature: _____

Date: _____

For ADUS Office use only: *(Student Receipt of Grade Appeal Request)*

Student Name:

ID:

Course Code:

Section:

Semester:

Date Received:

STAMP

E. Ad-Hoc Committee Members: *(formed by HoD)*

S	Names:	Signature: <i>(for the given decision)</i>
1.		
2.		
3.		

F. Committee Decision: <i>(Ad-Hoc Committee to fill)</i>

G. Student Final Grade After Committee Decision: <i>(HoD to fill)</i>	
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The final appealed grade is: Lower ☐ Raised ☐ Unchanged ☐

The FINAL grade letter is: _____

HoD Signature: _____ Date: _____

H. Dean's Approval *(Dean to fill)*

The FINAL grade is: Approved ☐ Denied ☐

Comments:

College Stamp

Dean Signature: _____ Date: _____

