Physics 1135  Appeal Form

Your Name (printed): ___________________________ Recitation Section: ___

Your E-Mail Address: _________________________________

Course policy or decision you wish to appeal:

Reason or justification for appeal:

Your Signature: _________________________________ Today’s Date: ________

Instructions:
1. Use this form to appeal a course policy or decision which impacts you. Any appeal not involving the final exam should be submitted before the end of the last recitation of the semester. Timely submission of your appeal will increase its probability of success.

2. Your justification should be brief and to the point.

3. All graded course elements provide for dropping low scores. Dropping low scores is intended to accommodate students who experience an emergency situation beyond their control. Dropping low scores is not intended to compensate for poor performance or lack of preparedness.

4. Give this completed form to your recitation instructor. The Physics 1135 instructional staff will make a timely decision on your appeal and inform you of the decision by e-mail. You may contact the chair of the Physics department if you disagree with the decision.

5. Lab policies are set by the faculty member in charge of labs. Do not use this form to appeal a lab policy. Instead, contact the faculty member in charge of labs.