



GRADE DISPUTE FORM

Instructions: Complete this form if (a) efforts to resolve a grade dispute with your instructor, and subsequent meeting with the Academic Board, were unsatisfactory, or (b) you received a failing grade based upon academic dishonesty. Submit the form to the CEO of International Programs. (Note: a grade dispute will not be considered later than the end of the semester following the semester in which the grade was awarded. In the summer semester, the dispute must be initiated not later than the end of the following fall semester.)

STUDENT INFORMATION	
Student Name	Today's Date
Address	City
Student ID Number	Semester & Year
MobilePhone Number	Email Address
Home Phone Number	Work Phone Number
Course and Section	Instructor's Name
Class Meeting Days/Time	Instructor's Division

GRADE DISPUTE INFORMATION

Describe the grade dispute in detail; be as specific as possible. Use the back of this form and additional paper if necessary. Attach any documentation that will help to describe and substantiate your complaint.

Does the course syllabus address the issue I am disputing? Yes No Not Applicable

I have attempted to resolve this issue with the instructor involved. Yes No (If yes, describe the outcome)

What is your desired resolution to this dispute?

I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions as stipulated by Thongsook College's Policies and Procedures.

Your Signature	Date
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