

**California State Polytechnic University, Pomona
Request for Grade Appeal**

This Grade Appeal request must be received no later than the last day of the regular quarter following the quarter that the grade was received.

For grades received in Spring or Summer 2008, the deadline is December 12, 2008.

Prior to submitting this request, please read the Cal Poly Pomona Policy for Grade Appeals at <http://www.csupomona.edu/~academic/programs>. Certain steps must be completed before filing a formal grade appeal. Advice about grade appeal submissions is available at the same website.

Attach a well-written signed letter that adequately explains all of the reasons for your grade appeal(s). You are expected to provide documentation to support your statements.

Name _____ Bronco D# _____

Cal Poly Email _____ Phone _____

Mail Address _____

City, State _____ Zip _____

Quarter in which grade was received _____

“I have contacted the instructor and a second level of informal appeal, and have not been able to resolve this grade dispute to my satisfaction.”

Signature of Student

Date