

Step Two: Conference with the Instructor (Comments/decision made by the Instructor.)

Instructor Signature _____ **Date** _____

Step Three: Conference with the Dept. Chairperson (Comments/decision made by the Chairperson.)

Department Chairperson Signature _____ **Date** _____

Step Four: Conference with the Dean (Comments/decision made by the Dean.)

Dean Signature _____ **Date** _____

Step Five: Final appeal to the University Grade Appeal Committee (Comments and decision)

Committee Chairperson _____ **Date** _____

Final Outcome: _____
