

Secondary Appeal Form

A *Secondary Appeal Form* is to be submitted by a student appealing an instructor's response to a *Grade Appeal Form*. The form is to be submitted to the GLA Office (glapost@st.ritsume.ac.jp).

Student Name:**Student Number:****Email Address:****Course:****Instructor Name:****Date of Initial Appeal:****Date of Instructor's Response:**

Description of student's claim in initial appeal, description of instructor's response to initial appeal, and rationale for student's subsequent appeal:

The following documentation must be included in any appeal. Failure to provide this documentation will result in dismissal of the appeal unless justified reason for not including it is provided:

- | | |
|---|--|
| <input type="checkbox"/> copy of the grade appeal submitted to the instructor (including written support) | <input type="checkbox"/> copy of the response from the instructor explaining their response to the appeal |
| <input type="checkbox"/> copy of course syllabus and any other documentation pertaining to course evaluation or assessment | <input type="checkbox"/> copies of all relevant assignments in the course |
| <input type="checkbox"/> copies of all student work submitted in response to all relevant assignments, and all relevant instructor feedback | <input type="checkbox"/> other documentation or information the student believes is pertinent to a fair review of their final grade. |

Explanation or justification of why any of the above documentation is missing, or any other comment:

Signature:

Date: