

Physics 2135 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 or, in the case of labs, makeups. Dropping low scores and allowing makeups are intended to accommodate students who experience an emergency situation beyond their control. Dropping low scores and allowing makeups are not intended to compensate for poor performance or lack of preparedness.
4. Give this completed form to your recitation instructor. The Physics 2135 instructional staff will make a timely decision on our appeal and inform you of the decision by e-mail. You may contact the chairman 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.