SAMARA UNIVERSITY
Office of the Registrar
Grade Complaint Form

Instruction

a. Complete application in two copies;
b. Fill in the required information clearly and/or mark ( ) in the appropriate space;
c. Attach a receipt of application fee whenever required
d. Submit 1 copy of the application to the College Registrar Unit & the 2nd to the Department Head during the prescribed period in the academic calendar;

Note:

- It is up to the student to forward his/her complaint in the first week after first receiving his/her semester grade report sheet to the instructor and show that he/she was not correctly evaluated.
- The instructor is obliged and expected to show and explain to the student, his/her performance in the examination (S) and test (S). Instructors are obliged to respond to student complaints within seven days.
- If the case reaches the Department Head or the Dean of the College and the student is found to be wrong, The Office of the Registrar shall give to the first time;

i) a written warning for the first time;
ii) a last written warning to be posted for information to the University community
iii) The student shall be dismissed for a semester from the University if such a case has occurred for the third time

Program : ☐ Diploma ☐ Undergraduate Degree ☐ Postgraduate:

Enrollment: ☐ Regular ☐ Extension ☐ In-Service ☐ Distance

Name of Complainant: _____ID No._____

College _____Department _____

Class Year _____Academic Year _____Semester I II (circle one)

Instructor's Name _____ Department _____

Course Title _____ Course Code _____

EtCTS: _____ Grade obtained _____

Statement of the complainant:

I the undersigned believe that I deserve a much higher grade and was thus unfairly treated due to:

1. Reasons I am not aware of
2. Personal grudges with the instructor
3. Other reasons _____

(Attach supporting documents where appropriate)

Thus, I request the Department Council/Academic Commission to give due consideration to my application and remark my grade.

Applicant's signature _____ Date: _____

Registrar _____Date received: _____

1st copy to dept., 2nd copy College Registrar Unit