

Grade Review Request

To: Controller of Examinations

Date:

Subject: Request for Reviewing a Grade

Dear Sir:

Requesting you to review my grade of the course as mentioned below:

Course Code: _____ Course Title: _____

Section: _____ Course Credit Hrs: _____ Term : _____

Name of the Instructor/Course teacher: _____

Assigned/Given Grade: _____

Reason(s) for Requesting a Review: (you may attach any documents to support your appeal if necessary)

Signature:

Name:

ID #

Program:

Cell#

E-mail:

Received by:

Signature of the Authorized Person

Please note: A fee of Taka 1,500 per Credit will be payable for Grade Review. Please attach the deposit slip or payment document with this form. This fee is refundable ONLY in case the grade improves.