

COURSE GRADE APPEAL COVER SHEET

Student Name:	_____	Date:	_____
Student Phone:	_____	Student I.D. #	_____
Term:	_____		
Course Number:	_____	Instructor:	_____

Policy: Students have a right to appeal the final course grade. Appeals are limited to situations where the student believes the grade was prejudicially or arbitrarily assigned. The appeal must be initiated within the first seven (7) weeks of the next regularly scheduled semester after the grade is assigned. Students must follow the proper steps of the appeal process, observing the time limits for completion. See catalog for specific details.

INSTRUCTIONS: This form should accompany all original documentation submitted by the student.

Step 1: **Student:** Student must submit a written appeal to the instructor and supporting evidence (including the syllabus and student statement) by the end of the seventh (7) week of the semester following the grade, with a duplicate copy to the Program Chair.

Date Instructor was notified: _____

Date Chair was notified: _____

Instructor: The instructor has two (2) weeks to respond in writing to the student and copied to the Chair. A response is due by the end of the ninth (9) week of the semester.

Date Instructor met with Student : _____

Instructor Response due date: _____

Instructor's Response: Grade Change: ☐ Instructor submits Correction of Grade Change Form
 No Grade Change: ☐ Instructor responds in writing to student and chair

Instructor's Signature/Date: _____

Step 2: **Program Chair:** If the student is not satisfied with the instructor's explanation, and intends to appeal the grade, the student makes an appointment to speak with the Program Chair. Program Chair may act on behalf of the instructor if the instructor is not available or did not respond within the 2 week time limit. A response is required by the end of the ninth (9) week of the semester following the grade. If the program chair is the instructor, the student should speak with the Vice President of Academic Affairs (or designee). The Program Chair or Vice President of Academic Affairs (or designee) cannot change the grade, but will then discuss the issue with the instructor and provide a written response by the end of the ninth week of the semester to the student.

Date Chair met with Student: _____

Chair Response due date: _____

Chair's Response: Grade Change: ☐ Instructor submits Correction of Grade Change Form
 No Grade Change: ☐ Chair /designee replies in writing to Student

Chair's Signature/Date: _____

Step 3: **University Appeals Committee:** If the student is still not satisfied with the appropriate administrator's response, the student should forward the appeal to the University Appeals Committee by the end of the eleventh (11) week of the semester.

Date appeal submitted: _____

Received by Coordinator/Date: (OFFICE USE ONLY) _____

Step 4: **University Appeals Committee** The University Appeals Committee will forward the student's statement to the instructor. The instructor will be required to respond in writing by a specified date within the semester, and the student will be given a copy of the instructor's written response by the end of the semester. The student's statement and the instructor's response will be reviewed by the entire committee, after which the Committee can request additional information from the student and/or instructor. The Committee's decision is final.

Step 5: When the Committee has made its decision, it will notify the student and instructor in writing.

Committee Response due date: _____

Committee's Response: Grade Change: ☐ Correction of Grade Change Form Completed
 No Grade Change: ☐ Committee replies in writing to student,
 and Chair and Instructor

Committee Signature/Date: _____