

**Grade Appeal Form  
(Academic)**

Student ID Number \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

<b>Approximate Grade Point Average</b>  _____
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Email \_\_\_\_\_ Phone \_\_\_\_\_

Major or Teaching Field \_\_\_\_\_

Course in question: CRN \_\_\_\_\_ Title \_\_\_\_\_ Instructor \_\_\_\_\_

Signature of Advisor \_\_\_\_\_ Current Grade Assigned by Instructor \_\_\_\_\_

Please circle classification:    Freshman    Sophomore    Junior    Senior

**Procedure:**

**Level 1.**

**The student should work with the faculty member concerning the grade change request.  
The student will provide supportive documentation for the grade change request.**

Student Signature \_\_\_\_\_

(Student) I have attached supportive documentation    YES    NO    (please circle one)

Instructor(s) Signature \_\_\_\_\_

I communicated with the student concerning this matter on \_\_\_\_\_ (date)

I have attached supportive documentation    YES    NO    (please circle one)

The decision made: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Level 2.**

**A. If the petition of grade change is made to the satisfaction of the student at Level One, please forward this completed form to the Associate Dean's Office.**

**B. If the issue is not resolved in a satisfactory manner at Level One, a written complaint, along with this form, will be taken to the department and/or division chairperson with whatever argumentation and evidence is available.**

Student Signature \_\_\_\_\_

(Student) I have attached supportive documentation YES NO (please circle one)

Department and/or Division Chair(s) \_\_\_\_\_

I communicated with the student concerning this matter on \_\_\_\_\_ (date)

I have attached supportive documentation YES NO (please circle one)

The decision made: \_\_\_\_\_

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**Level 3.**

**A. If the petition of grade change is made to the satisfaction of the student at Level Two, please forward this completed form to the Associate Dean's Office.**

**B. If the student is dissatisfied with the disposition of the problem on Level Two, the written complaint, with whatever argumentation and evidence is available, will be taken to the Vice President/Academic Dean. (Following appropriate investigation of the complaint, the Vice President/Academic Dean will notify all directly involved parties of the decision for final resolution of the matter.)**

Student Signature \_\_\_\_\_

(Student) I have attached supportive documentation YES NO (please circle one)

Vice President/Academic Dean's signature \_\_\_\_\_

I communicated with the student concerning this matter on \_\_\_\_\_ (date)

I have attached supportive documentation YES NO (please circle one)

The decision made: \_\_\_\_\_

