Grade Appeal Form
(Academic)

Student ID Number ___________________________  Date ___________________________

Name ________________________________________

Address ______________________________________

______________________________________________

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’s 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: ____________________________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________

Revised 12/2/19
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 Provost’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 Chair with whatever argumentation and evidence is available.

Student’s Signature___________________________________________________________

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

Department Chair’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 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 Provost’s Office.

B. If the issue is not resolved in a satisfactory manner at Level Two, a written complaint, along with this form, will be taken to the College Dean with whatever argumentation and evidence is available.

Student’s Signature___________________________________________________________

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

College 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:_____________________________________________________________

___________________________________________________________

Revised 12/2/19
Level 4.

A. If the petition of grade change is made to the satisfaction of the student at Level Three, please forward this completed form to the Associate Provost’s Office.

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

Student’s Signature

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

Provost/VP for Academic Affairs’ signature

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

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

The decision made:

Please provide your request and justification here: (Attach supporting documents when appropriate.)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________