



Grade Appeal Form (Academic)

Student ID Number _____ Date _____

Name _____

Address _____

Approximate Grade Point Average _____

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: _____



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: _____



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.)
