

Student Grade Appeal Form

INSTRUCTIONS: The University policy for grade appeals is copied below as it is published in the *Student Handbook*, Appendix E.

Educational institutions have the responsibility for evaluating students by standards and a grading system which is publicized and known to faculty and students. The responsibility for determining the grades of each student rests on the faculty member who has responsibility for teaching the course in which the student is responsible for the grade, unless the charge is made for process reasons only.

A student who feels that the grade he/she received in the class is arbitrary or unfair is entitled to a hearing before an impartial committee of the faculty. However, before appealing to the committee, the student should exhaust all administrative remedies through the department chairs and appropriate deans.

Any student pursuing a grade appeal must follow the process outlined by this form.

Step one: The student must understand the policy and compose a short letter or memo stating the exact nature of the appeal and the reason for asking.

I have read and understand the policy and have attached to this form a copy of my written appeal:

(Student's Signature) _____

Address: _____

Phone Number: _____ Email Address: _____

Step two: The instructor must read the appeal, meet with the student, and grant or deny the student's request.

Instructor's decision and signature: (Circle one) Grant the appeal Deny the appeal

Signature: (Instructor) _____ Date: _____

Step three: The Department Chairperson must hear the appeal and attempt to resolve the problem and then if no solution is reached forward the appeal to the Officer of the Dean of the College.

I have exhausted administrative solutions at this level and am forwarding the student's appeal to the VPAA.

Signature: (Dept. Chair) _____ Date: _____

Step four: The Dean must hear the appeal and attempt to resolve the problem and then if no solution is reached forward the appeal to the Office of the Vice President for Academic Affairs.

I have exhausted administrative solutions at this level and am forwarding the student's appeal to the VPAA.

Signature: (Dean) _____ Date: _____

Step five: The VPAA forwards the appeal to the Chair of the Senate Academic Policies and Procedures Committee

I have forwarded the appeal to the Chair of the Academic Policies and Procedures Committee

Signature: (VPAA) _____ Date: _____