

IMPORTANT INFORMATION

This form is to be used only if you have been unsuccessful in informally resolving your grade appeal with your course instructor. Please provide evidence of this attempt with the other materials required for this appeal.

There are only two conditions that justify a Grade Appeal. Please indicate, by checking the box(es) below, which of the following apply. If neither condition is met, the grade may not be appealed.

The grade has been miscalculated, or the instructor has not followed the grading policy outlined in the course syllabus.

The grade is the result of capricious grading. To demonstrate capricious grading, the student must submit evidence that their work was graded differently than work submitted by others in the course, or that the standards by which student work was graded carried significantly over the semester or between assignments.

The Grade Appeal Form must be submitted in advance of meeting with the School Dean (or designee). The appeal will only be considered if Part I and Part II are completed.

Appeals should be initiated by completing and submitting this form within ten (10) business days of the grade's release.

PART I

Last Name

First Name

Middle Initial

Home Mailing Street Address, Suite #, City, State, Zip

Email Address

Mobile Phone Number

Home Phone Number

I am appealing:

 Midterm Test/Exam Final Exam Final Course Grade Other (please specify)

Academic Semester:
 Fall Spring Summer

Year:

Academic School:
 Labry School of Science, Business, and Technology
 Jeanette C. Rudy School of Nursing and Health Professions
 School of Humanities, Education, and the Arts

Program / Course / Course Number

Teacher / Grade Received

CONFIDENTIALITY: Throughout the dispute resolution process, information collected remains confidential with the following exceptions:

- when disclosure is required to investigate and/or resolve a complaint under this appeal
- when disclosure of information or the giving of evidence is required by law

STUDENTS MUST ATTACH ALL RELEVANT DOCUMENTATION, AND RETAIN THEIR OWN PHOTOCOPIES OF ALL DOCUMENTATION SUBMITTED.

I further understand that it is my responsibility to initiate this Grade Appeal process and have done so by meeting with the course instructor, completing Part I of this form and attaching all relevant documentation, Part II.

Student Signature / Date

PART II

You must submit the following:

1. A statement, written by the appealing student only, stating reasons justifying a grade appeal. Please keep all comments professional without the inclusion of emotions, feelings, or bias. Your statement provides the reasons for appealing your grade, and must be related only to the grounds for appeal specified on page 1. Your appeal letter must also specify the outcome that you are seeking from the appeal. Outcomes may include:
 - Resubmission of project or assignment
 - Rewriting of test or examination
 - Remarking of assignment, test or examination
 - Repeating the course
 - Removing a grade from your transcript
 - Changing your grade
2. A copy of your course outline/syllabus and any other documents that specifically relate to your appeal, such as tests, exams, assignments, reports and papers.
3. Evidence of miscalculation or capricious grading.
4. Evidence of the student's attempt to resolve the grade appeal with the instructor.
5. If possible, the names of any witnesses and their contact information who may be relevant in supporting your appeal.

PART III
Review of Grade Appeal by School Dean (or designee)

NOTE: A decision will be rendered within ten (10) working days following receipt of Part I and Part II from the student.

Document Description	Submitted by Student/Teacher	Date

School Dean's (or designee) Decision:

 Appeal Approved

 Appeal Denied

Reasons:

School Dean's (or designee) Signature / Date

My signature below is witness that I have received the decision on my grade appeal rendered by the School Dean (or designee).

Student Signature / Date

Witness Signature / Date

PART IV

(Appealing the decision rendered by the School Dean/designee)

Students who wish to appeal the Deans' decision may appeal to the Provost and Vice President for Academic Affairs. The appeal documentation, supporting evidence, and Deans' decision must be turned in to the Office of Academic Affairs within 10 days of the Deans' decision.

Review of Grade Appeal by Vice President for Academic Affairs (or designee)

NOTE: A decision will be rendered within ten (10) working days following receipt of Part I and Part II from the student.

Document Description	Submitted by Student/Teacher	Date

Vice President for Academic Affairs' (or designee) Decision:

Appeal Approved

Appeal Denied

Reasons:

Vice President for Academic Affairs' (or designee) Signature / Date

My signature below is witness that I have received the decision on my grade appeal rendered by the Vice President (or designee).

Student Signature / Date

Witness Signature / Date