

**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 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: _____

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: _____

