

CONTESTED GRADE CHANGE APPEAL FORM UNDERGRADUATES ONLY

To be completed by the student after unresolved consultation with the instructor of the course.

This must be completed by September 15th for spring and summer courses, and by February 15th for fall courses.

Student's Name: _____ ID Number: _____

Date Discussion of Grade Change was initiated by the student*: _____

Section Number: _____ Course Number: _____ Course Name: _____

Semester or Term Taken: _____ Grade Originally Recorded: _____

Faculty Name: _____

Detailed description of grade appeal request: (attach separate sheet if needed) - the box below has a 300 character limit.

Student signature: _____ Date: _____

Submit completed original form and one copy to the department chair of the contested class.

Note: *Contested grade changes must be initiated within one calendar year of the semester in which the grade was issued, (i.e., a fall semester grade must be initiated before the last day of the next fall semester, a spring semester grade must be initiated before the last day of the next spring semester, and a summer term grade must be initiated before the end of the next summer term).

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Department Chair-Office Use Only

Justification meets one of the three requirements? _____

1. An error was made in calculating the grade;
2. Standards used to determine the grade were not consistent with University policies; or
3. The Instructor deviated substantially from their own written standards without notifying students of the change.

If necessary, the chair may send the appeal back to the student stating that such evidence is not provided, and thus, cannot proceed as is. It is incumbent upon the student to provide evidence that one or more of the three conditions has occurred in order for the appeal to proceed. NOTE: If the second submission does not include sufficient evidence, the appeals process concludes and the grade remains unchanged.

Upon receipt of the form and acceptable written justification, the department chair forwards a copy to the instructor and schedules a meeting with the student and the instructor. The instructor may file a written rebuttal with the department chair prior to the formal meeting with the student, department chair and instructor.

Date received from student: _____

Is grade change request within deadline shown above? Yes _____ No _____

Date copy of request sent to instructor: _____

Date written rebuttal due back to department chair: _____

Date of consultation with student and instructor: _____

If the appeal can be resolved at this point, an Undergraduate Uncontested Grade Change Form should be completed and processed. A notation should be made on this form of such and returned to the Office of Academic Affairs for documentation tracking.

If no resolution can be reached, the department chair writes a letter that summarizes the details of the meeting, clearly states their position, and sends the letter, the Grade Appeal form, the student's written justification for appeal, instructor rebuttal, if submitted, and any supporting documents to the dean of the College/School.

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Dean-Office Use Only

The dean will review all appeal documents and schedule a meeting with the student, the instructor, and the department chair in an effort to resolve the matter.

Date received from department chair: _____

Date of consultation with student and instructor: _____

If the issue is resolved, the student, instructor, department chair, and dean sign off on the appeal form, and the dean submits the form to the appropriate office. If the resolution includes a grade change, the instructor completes the uncontested grade change form and submits it to the Office of Admissions and Records. The appeals process is concluded.

If the appeal cannot be resolved, the dean will forward the appeal and all supporting documents, including a summary of the meeting as well as their position on the appeal to the administrator of the Grade Appeal Committee if it is an undergraduate issue and to the graduate dean if it is a graduate issue

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Grade Appeal Committee-Office Use Only

The administrator on the Grade Appeal Committee will be responsible for distributing the grade appeal materials to the committee members and will call for a volunteer to chair the committee.

The Grade Appeal Committee chair will schedule the grade appeal hearing(s), conduct the hearing(s), and will submit the committee's decision to the appropriate office within thirty (30) calendar days from the date of receipt of the appeal documents. For the student to prevail, the student's evidence weighed against the instructor's evidence must demonstrate that the instructor fa

Date of hearing: _____

Upon receipt of the committee's decision, the appropriate official will notify the student, instructor, department chair and dean of the committee's decision within five (5) class days from the receipt of the appeal decision from the committee. The decision of the committee will be final.

Decision: Approved _____ Denied _____ Grade to be assigned: _____

Grade Appeal Committee Signature: _____ Date: _____

Original form to the Records Office
Copy to the Student