

## Grade Appeal Procedure Form

### APPEAL OF A GRADE—Catalog: Academic Affairs

The grade assigned by the course instructor is final unless there is evidence that an error has occurred. The student shall assume the burden of proof with respect to the allegation. The student has thirty (30) calendar days from the end of the term during which the grade was earned to initiate the appeal.

Steps for Appeal of a Grade:

1. The student addresses the concern directly with course instructor.
2. In the absence of a successful resolution, the student may submit an appeal to the appropriate Department Chair/Director within five (5) business days of the attempt to resolve the issue with the instructor. The appeal should include a written statement (**using the form provided below**) identifying the element(s) of concern; justification for appeal; and attachment of any and/or all supporting rationale.
3. The appropriate Department Chair /Director will review the appeal, perform whatever investigation is deemed necessary, and notify the student of the decision in writing within ten (10) business days.
4. Should the student after following the above procedure feel that circumstances warrant further appeal, the student may appeal in writing to the Assistant Vice President for Academic Affairs within five (5) business days of the chair/director's decision. The Assistant Vice President for Academic Affairs will review the appeal, conduct any investigation deemed necessary, discuss the issues with the student, and notify the student of the decision in writing within ten (10) business days.
5. Should the student after following the above procedure feel that circumstances warrant further appeal, the student may appeal in writing to the Vice President for Academic Affairs. The Vice President for Academic Affairs will review the merits of the case, and will notify the student, the instructor, and the Assistant Vice President of Academic Affairs in writing of the response of the appeal within ten (10) business days. The decision of the Vice President for Academic Affairs is final.

**Please print and complete this form, attach all supporting documentation, and submit the packet in a brown envelope to the appropriate Department Chair/Director.**

Name\_\_\_\_\_

Course                  Number                  and                  Title\_

Instructor\_\_\_\_\_

Term of the course\_\_\_\_\_ (Example: Fall 2012)

1. Describe in detail the causes for concern and reasons for the appeal. (Attach additional pages, as needed.)
2. What steps have you already taken to resolve the appeal? Provide specific information, such as dates and times of meetings with the instructor and the outcomes. (Attach additional pages, as needed.)
3. Attach all relevant documentation, including course outlines, attendance and grading policies, assignment instructions, and graded assignments that provide rationale for the appeal.

