

**STUDENT GRADE APPEAL FORM**

INSTRUCTIONS: A grade inquiry may be initiated when the student believes the final grade assigned for a course is inaccurate. The student may petition on the grounds that the faculty member did not follow published grading policies, that the grade was not correctly calculated, or that the process of grading was not applied consistently in the class. For grading matters pertaining to Honor Code violations, students must follow Honor Code procedures. Grades on assignments within a course may not be appealed. If discussion with the relevant faculty member does not resolve the grade appeal, complete this form in careful detail and submit to the department chair in which the course was taught. If the department chair and faculty member agree to a change of grade, the faculty member will submit a Change of Grade form to the Registrar in Recitation Hall Room 21. If the petition is denied, the student may appeal to the Provost with this document and any other additional information that would justify a change in grade.

**STUDENT INFORMATION**

Full Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COURSE INFORMATION**

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| --- | --- | --- | --- | --- |
| Course Subject/Prefix | Course Catalog Number | Course Title | Semester/Year | Faculty Member |
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**EXPLANATION AND RATIONALE FOR REQUEST:**

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**STUDENT’S SIGNATURE DATE**

**FACULTY MEMBER:**

**RECOMMENDING TO GRANT APPEAL**  **RECOMMENDING TO DENY APPEAL**

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**FACULTY MEMBER SIGNATURE DATE**

**DEPARTMENT CHAIR:**

**RECOMMENDING TO GRANT APPEAL**  **RECOMMENDING TO DENY APPEAL**

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**DEPARTMENT CHAIR SIGNATURE DATE**