



### 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. If the petition is denied, the student may appeal to the Provost by turning this document and any other additional information that would justify a change in grade to the Registrar in Recitation Hall Room 21 or by email to [registrar@wittenberg.edu](mailto:registrar@wittenberg.edu).

#### STUDENT INFORMATION

Full Name \_\_\_\_\_ ID \_\_\_\_\_

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

Email \_\_\_\_\_ Phone \_\_\_\_\_

#### COURSE INFORMATION

Course Subject/Prefix	Course Catalog Number	Course Title	Semester/Year	Faculty Member

#### EXPLANATION AND RATIONALE FOR REQUEST:

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STUDENT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

#### FACULTY MEMBER:

RECOMMENDING TO GRANT APPEAL

RECOMMENDING TO DENY APPEAL

FACULTY MEMBER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

#### DEPARTMENT CHAIR:

RECOMMENDING TO GRANT APPEAL

RECOMMENDING TO DENY APPEAL

DEPARTMENT CHAIR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_