

# College of Health and Human Sciences Grade Appeal Application

## Student Checklist for Grade Appeal Package

- Completion of pertinent student, course, and instructor information – Form 1
- Signed** verification of meeting with the instructor of record – (Form 2, Section I)
- Signed** verification meeting with the chairperson – (Form 2, Section II)
- Complete statement outlining the nature of your grade appeal – Form 3
- The course syllabus
- Graded tests, papers, projects, and assignments, or BlackBoard grades
- Written excuses used in student's defense
- Written supporting documentation from verified outside sources (doctor's notes, university-approved notices, etc.)
- Communications between the student and the professor, the department chairperson, and committee chairperson
- Complete Grade Appeal Package (**Please note that your appeal will not be reviewed if the above 9 items are not included in this packet.**)

Originally approved by The College of Health and Human Sciences – October 25, 2016

Revisions Submitted: January 24, 2018, February 27, 2019, March 27, 2019

Revisions Approved August 11, 2018, March 27, 2019

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## Form 1 Student, Course, and Instructor's Information

Please complete each item on this form and deliver it, along with supportive documents, to the College of Health and Human Sciences (CHHS), Office of the Dean. This form should be submitted only after the student has discussed the concern first with the instructor and then with the Department Chairperson.

### A. Student's Information

Name:

Banner ID: XXX

Major/Minor:

E-mail (1):

Phone:

Mailing Address:

### B. Course Information

Course Title:

CoursseNumber:

Course CRN:

Semester/Year Enrolled:

Letter Grade Received:

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Form 2 – Section I  
Verification of Meeting With the Instructor

Date request to meet with the course instructor was submitted:

Did the course instructor grant a meeting four (4) days of the request?    Yes    No

If yes, the date of the meeting with the course instructor:

Was the dispute resolved?                      Yes                      No

Course Instructor: If Yes, then report the action(s) taken to settle the dispute.

Course Instructor: If No, then clearly state why you did not think the course grade needed to be changed.

Student: If No, the student may proceed to Step 3 in the procedure, and Section II of this form.

Signatures confirming the student's meeting with the instructor of record:

Student

Course Instructor

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Form 2, Section II  
Verification of Meeting With the Chairperson

Date request to meet with the chairperson was submitted:

Was the student granted an opportunity to meet with the chairperson within four (4) days of the request?      Yes      No

If “Yes”, date of meeting with the chairperson:

Was the dispute resolved?      Yes      No

Chairperson: If “Yes”, then clearly state the recommendations made and action(s) taken to resolve the dispute.

Chairperson: If “No”, then the student may proceed to Step 6, the beginning of the formal grade appeal (Appendix B).

Signatures confirming the student’s meeting with the chairperson:

Student \_\_\_\_\_

Chairperson \_\_\_\_\_

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## **Form 3 Reason for the Appeal**

Please type, in the space below, the reason(s) for your requesting an appeal of the final grade received. Also, attach supporting documents. Please read the accompanying CHHS Grade Appeal Procedure and Instructions thoroughly prior to submitting this form.

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