In accordance with University policy, a student may file a grade appeal only for review of allegedly capricious grading; the Grade Appeal Policy and Procedures found in the General Catalog must be followed. Print and complete this form to ensure the grade appeal process is completed within the designated time frame. Please print.

Student Name ______________________________________________________ I.D. Number _____________________________
Address ________________________________________________________ E-Mail _____________________________________
Course Number: ____________________________ Course Title: ______________________________
Professor ______________________________________________ Semester Taken ____________________________________

The first step in any grade appeal is to first discuss the appeal with the instructor. The Associated Students has a student advocate who may assist with a grade appeal.

1. Student files with the instructor a written statement of appeal within the first four weeks of the immediately following fall or spring semester (attach a copy of the written appeal that includes specific reasons for assertion of capricious grading).

   Student Signature

   Date ____________________________ Department Secretary Signature ____________________________ date stamp

2. Instructor responds in writing to the student within 15 working days on receipt of written appeal. Instructor sends the signed appeal form and the written response through □ Mail or □ Email

   Student Signature

   Date ____________________________ Department Secretary Signature ____________________________ date stamp

In the event the instructor denies the appeal or fails to respond in writing, and the student wishes to pursue the matter further, the grade appeal process continues.

3. Student submits the written appeal to the department chair within 15 working days of the date the instructor informs the student of the denial (Student attaches a copy of the instructor’s response).

   Student Signature

   Date ____________________________ Department Secretary Signature ____________________________ date stamp

4. Department Chair, on receipt of the written appeal from the student, constitutes a Grade Appeal Committee within 15 working days.

   Date Committee Constituted ____________________________ Department Chair Signature ________________

5. The Grade Appeal Committee completes its duties within 20 working days from the date constituted. The Committee forwards the decision in writing to the student, instructor, department chair, and the dean (attach a copy of the written response).

   Date ____________________________ Committee member Signature (Chair)

   Date ____________________________ Committee Member Signature (Student Representative)

   Date ____________________________ Committee Member Signature (Faculty Representative)

6. Grade Appeal process completed.

   Date ____________________________ College Dean Signature

   Date ____________________________ Vice Provost

UEPC approved 3/08/07