

College of Liberal Arts

Student Form for Appeal of a Grade

The procedure for pursuing grievances related to grades described in the undergraduate and graduate catalogs provide that it is the obligation of the student to make a serious effort to resolve grievances concerning grades with the student's instructor. In grievances relating to grades it is important to remember that the instructor has primary responsibility for assigning grades. Appeals of grades, therefore, will not be considered at levels above the course instructor unless the student offers evidence of discrimination, preferential treatment, or procedural irregularity. A mere disagreement with the judgment made by the instructor is not a valid basis for an appeal. Appeals must be made through appropriate channels as described in the procedures.

INSTRUCTIONS

1. Before you may appeal a grade to the Dean of Liberal Arts you must have attempted to resolve your complaint with 1) the instructor who issued the grade and with 2) the instructor's departmental chairperson or office director.
2. Complete both the front and back of the Student Academic Grievance Form for Appeal of a Grade using additional sheets of paper if necessary. Return the completed form to the Office of the Dean of Liberal Arts.
3. If you wish, you may set up an appointment with the Associate or Assistant Dean of Liberal Arts in charge of Student Affairs, to review the grievance procedures. This is not an interview to review the details of your grievance. Your grievance will be reviewed on the basis of the paperwork that you submit, i.e., this form and any supporting materials you may submit with this form.
4. The Dean and Associate or Assistant Dean in charge of Student Affairs will review your appeal. If your appeal provides the basis for further review, the Dean will ask the appropriate chairperson(s) or administrators to comment on your appeal.
5. The Dean or Associate Dean or Assistant Dean will inform you of the decision in writing. The decision will be mailed to you at the address which you enter on the Student Academic Grievance Form.

STUDENT INFORMATION

(Please type or print legibly)

Student's Name _____ Student I.D. _____

Street _____ Major _____

City _____ State _____ Zip _____ Telephone _____

GRIEVANCE INFORMATION

(Please type or print legibly)

1. Have you attempted to resolve this dispute with your instructor?

Yes _____ No _____

(If you answered NO to the above question, please return to your instructor and try to resolve this dispute. The Dean's Office cannot proceed until you have done this.)

2. Please provide your instructor's name. _____

3. Please provide the Course prefix, Course number, and Section number. _____

4. If you answered YES to question 1, what specific action did you request?
5. What was the outcome of the above request?
6. Have you attempted to resolve this dispute with the instructor's departmental chairperson or office director? Yes _____ No _____
(If you answered NO, please file a grievance with the departmental office. The Dean's Office cannot proceed until you have done this.)
6. Name of the department chairperson or office director you talked with.

8. If you answered YES to question 6, what specific action did you request?
9. What was the outcome of the above request?
10. State specifically the grade(s) you are appealing and the action you want taken.
11. Explain the basis for your appeal citing factors other than disagreement with a judgment of the instructor.

Student's Signature _____ Date: _____