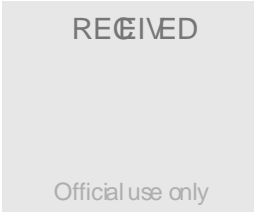




# Appeal of Grade

(Formal Appeal Process)



If you have NOT completed the Informal Appeal Process, you MUST do so in order to move forward with the Formal Appeal Process.

Please complete the information below if you are submitting this form for the Formal Appeal of Grade Process and follow the steps listed.

Last Name	First Name	MI	Student ID#
Mailing Address	City	State	Zip
Phone Number	E-mail	Semester & Year	

CRN	Department	Course #	Section	Instructor's Name

The Formal Appeal Grade process, when the instructor and/or grade records are available, requires that the grade assigned meets the standard of arbitrary and capricious grading which is defined as follows:

1. the assignment of a course grade to a student on some basis other than performance in the course, or;
2. the assignment of a course grade to a student by resorting to standards different from those which were applied to other students in that course, or;
3. the assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

**Student's Steps for Grade Appeal Process**

1. Complete the Informal Appeal Process prior to submitting the Formal Appeal Form and documentation.
2. Complete this form and attach documentation/evidence regarding the appeal of grade (please refer to the attached checklist for a list of required and suggested documentation).
3. Within 5 class days of notification of the instructor's decision of the informal grade appeal, submit this form to request a formal appeal. Provide the completed checklist as well as all required and supporting documentation to the department chair, and provide a copy to the dean/director of the college or school the course was offered under. If the instructor is the department chair, the form, checklist and documents only need to be provided to the dean/director of the college or school.
4. The dean/director will provide a copy of all documents to the Provost.

I have contacted the instructor (and department chair and dean, if necessary) to determine if an appeal is warranted. 9-3-18 [7:01] Dc 9-17-18 [7:11] WJ

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## GRADE APPEAL CHECKLIST IN PROCESS

Getting ready to file a grade appeal? Use this checklist to ensure you have taken the necessary steps to