

**CONTESTED GRADE CHANGE APPEAL FORM  
GRADUATES ONLY**

**To be completed by the student after unresolved consultation with the faculty member, department chair, and dean.**

Student's Name: \_\_\_\_\_ SSN or ID: \_\_\_\_\_

Date Discussion of Grade Change was initiated by the student\*: \_\_\_\_\_

Section Number: \_\_\_\_\_ Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_

Semester or Term Taken: \_\_\_\_\_ Grade Originally Recorded: \_\_\_\_\_

Detailed description of grade appeal request: (attach separate sheet if needed)

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed original form and one copy to the department chair of the contested class.**

Note: **\*Contested grade changes must be initiated within one calendar year of the semester in which the grade was issued**, (i.e., a fall semester grade must be initiated before the last day of the next fall semester, a spring semester grade must be initiated before the last day of the next spring semester, and a summer term grade must be initiated before the end of the next summer term).

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**Department Chair-Office Use Only**

Upon receipt of this form, the department chair should forward copy to the instructor. The instructor may file a written rebuttal with the department chair prior to a formal meeting to be scheduled with both the instructor and the student.

Date received from student: \_\_\_\_\_  
Is grade change request within deadline shown above? Yes \_\_\_\_\_ No \_\_\_\_\_  
Date copy of request sent to instructor: \_\_\_\_\_  
Date written rebuttal due back to department chair: \_\_\_\_\_  
Date of consultation with student and instructor: \_\_\_\_\_

**Recommendation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If the appeal can be resolved at this point, a Graduate Uncontested Grade Change Form should be completed and processed. Notation should be made on this form of such and returned to the office of academic affairs for documentation tracking. If no resolution can be reached, this form and attached documentation from the instructor should be forwarded to the Department chair's dean, of the contested class.

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**Dean-Office Use Only**

Upon receipt of this form and the instructor's written rebuttal, the dean should schedule a formal meeting with both the instructor and the student.

Date received from department chair: \_\_\_\_\_

Date of consultation with student and instructor: \_\_\_\_\_

**Recommendation:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If the appeal can be resolved at this point, a Graduate Uncontested Grade Change Form should be completed and processed. Notation should be made on this form of such and returned to the office of academic affairs for documentation tracking. If no resolution can be reached, this form and attached documentation from the instructor should be forwarded to the grade-appeal-graduate committee.

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**Graduate Committee-Office Use Only**

Upon receipt of this form and the instructor's written rebuttal, the dean of the Graduate School should schedule a formal hearing with the student and the graduate committee. Representatives for the student and any witnesses may attend; however, legal counsel may not be present.

Date of hearing with the student: \_\_\_\_\_

Following the formal hearing with the student, a second hearing should be scheduled with the instructor and/or any representatives or witnesses they may request. Legal counsel may not be present.

Date of hearing with the instructor: \_\_\_\_\_

If the committee deems necessary, a third hearing may be scheduled with the instructor, student, and/or any representatives or witnesses they may request. Legal counsel may not be present.

Date of hearing: \_\_\_\_\_

Names of participants: \_\_\_\_\_

After conducting all hearings and reviewing the information submitted, the committee shall notify the provost/vice president for academic affairs of its recommendation and attach minutes from the hearings.

Recommendation: \_\_\_\_\_

Graduate dean signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Provost/Vice President for Academic Affairs-Office Use Only**

Upon receipt of this form and all documentation, the provost/vice president for academic affairs will notify the student, via US mail, of the recommendation of the graduate committee. The instructor will also be notified in writing at the same time. The student and instructor will be given seven days to file an official rebuttal.

Date recommendation received from ~~grade appeal~~ graduate committee: \_\_\_\_\_  
Date student and instructor notified of recommendation: \_\_\_\_\_  
Seven day rebuttal deadline: \_\_\_\_\_

If the student or the instructor chooses to file a rebuttal, the provost/vice president for academic affairs will review all documentation and may schedule a fourth hearing with the instructor, student, ~~grade appeal~~ graduate committee and any other individuals deemed necessary. Legal counsel may not be present. After such hearing, the decision reached by the provost/vice president for academic affairs will be final.

Decision:      Approved \_\_\_\_\_      Denied \_\_\_\_\_      Grade to be assigned: \_\_\_\_\_

Provost/vice president for academic affairs signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original form to office of admissions and records

Copy to student

Copy to graduate committee

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**Admissions and Records-Office Use Only**

Computer Grade Changed \_\_\_\_\_  
Grade Sheet Notation Added \_\_\_\_\_      A&R Initials \_\_\_\_\_  
Student Notified \_\_\_\_\_      Date completed \_\_\_\_\_

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