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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: _____

If the appeal can be resolved at this point, an 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 committee.

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Grade Appeal Committee-Office Use Only

Upon receipt of this form and the instructor's written rebuttal, the chair of the grade appeal committee should schedule a formal hearing with the student. 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: _____

Grade appeal committee chair 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 grade appeal 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 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 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 grade appeal committee

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Admissions and Records-Office Use Only

Computer Grade Changed _____

Grade Sheet Notation Added _____

Student Notified _____

A&R Initials _____

Date completed _____

New 4/09

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