

**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: _____ ID Number: _____

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: _____

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 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: _____

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 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 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 the Records Office

Copy to the Student

Copy to the Graduate Committee

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Records Office Use Only:

Accepted By: _____

Date: _____

Computer Updated By: _____

Date: _____