College of Business & Technology

Request to Appeal a Final Course Grade

The student making the appeal should be aware that there are only two criteria on which a grade appeal may be based: prejudicial or capricious evaluation of the student’s academic work by the faculty member teaching the course. All information relating to the appeal should address one of those two criteria. The student should also be aware that the burden of proof of prejudicial or capricious evaluation is on the student bringing the appeal.

Course No./Title ________________________________________ Date __________________
Division ____________________________________ Dept. ____________________________
Faculty Member ______________________________
Grade Received ______________ Grade Proposed _______________

Student Section

On the following lines explain the basis of the appeal. Remember to address only the two criteria on which an appeal may be based. If there is insufficient room, or if supporting documentation is appropriate, attach additional pages to this form.

____________________________________________________________________________
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_________________________________
Student Signature

_____________________________
Date

Faculty Response

____________________________________________________________________________
____________________________________________________________________________
Faculty Signature  Date

Department Chair Recommendation

Chair Signature  Date

Dean Recommendation

Dean Signature  Date
Appeals Subcommittee Decision

______________________________________________________

Subcommittee Chair Signature  Date

Subcommittee Member Signatures:

______________________________________________

______________________________________________

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