

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.

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:
