

Grade Appeal

To appeal the grade you have received in a course:

1. Complete this appeal form and submit it along with documentation of the facts cited in your appeal.
2. Your appeal must be submitted no later than 6 weeks after the end of the academic term of the dispute.
3. **Submit your appeal to the Executive Dean of Student's office where it will be forwarded to the appropriate Academic Dean/Director for review.**
 - a. Salem Campus, Bldg 3, Room 272B
4. You will be contacted regarding the decision within 30 calendar days of receipt of the appeal
5. The decision of the Academic Dean/Director is final, and there will be no further appeal beyond this point.

Student ID (K#): Date: - -

Name: _____
Last, First, Middle

Address: _____
Street, City, State Zip

Phone Number with Area Code: _____ Cell Phone: _____ Home Phone: _____

Course Subject & #: _____ Term: _____
(example MTH 095) (example Fall 2014)

Instructor's Name: _____

Provide answers to the following questions and provide documentation as requested. You may attach separate sheets if the space provided is not sufficient.

- 1) Please cite facts supporting your appeal including specific dates or situations that affected your grade (e.g. classroom participation, exams, coursework, etc...). Attach documentation supporting the facts that you have cited.

2) Prior to submitting this appeal how have you attempted to resolve this situation?

3) What grade do you believe that you have earned? _____

Student Signature: _____

For Office Use Only:

Date Appeal Received: _____ Appeal Received By: _____

Supervisor's Summary of Investigation & Decision:

Supervisor's Printed Name: _____

Supervisor's Signature: _____ Date: _____

Copy Sent To: Student Instructor