

Slippery Rock University

Final Grade Appeal Form

Informal Process

To the student: Please review the Grade Appeal Process in the university's academic catalogs before submitting a formal appeal you must have discussed the contested grade with the instructor **no later than 10 days** after the beginning of the semester following the issuance of the final grade. Students appealing fall or winter grades have until the 10th day of the spring semester. Students appealing spring or summer grades have until the 10th day of the fall semester.

If no resolution occurs at the informal stage a student must complete this form (below) and attach the following no later than 15 working days after the beginning of the semester following the issuance of the final grade:

1. the syllabus for the course in which you receive the contested grade.
2. all documented grades that were returned to you (graded tests, papers, projects, etc.).
3. a list of all other grades that you know you received in the course and any other factors that may have influenced the grade (e.g. your attendance record).

Remember that the burden of proof in the grade appeal process lies with the student.

If no resolution is reached during the informal process, the student may begin the formal appeal process by completing the information below.

Formal Process

The student must complete all of the following sections:

Step One

Student's full name _____
Local/current address _____
Local/current phone number _____
Department/course/section in which the grade is being contested:
Department _____ Course title _____
Course # _____ Section _____ Semester _____ Year _____
Grade received _____ Grade you believe you earned _____
Professor's name _____

Grounds for appealing the course: (attach 8 ½" x 11" piece of paper if necessary)

Student signature _____ Date submitted to instructor _____
(A copy of the form and all attachments must be sent to the department chairperson (or substitute))

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The instructor must complete all of the following sections:

Step Two

Instructor's Name _____
Date of receipt of grade appeal _____ Date of response to student _____
(no later than 10 working days after receipt of the grade appeal)

Grade appeal approved _____ Change of grade card processed _____
Grade appeal denied _____ (grade awarded) _____ (date)
Reason for grade denial: (attach 8 1/2" x 11" piece of paper if necessary)

Faculty Signature _____
(The faculty member must send a copy of this form to the department chairperson (or substitute) and student)

The chairperson (or substitute) must complete all of the following sections if further appealed by the student.

Step Three

If the student wishes to appeal further, he/she must submit the original Final Grade Appeal Form (or copy if the instructor fails to respond as described in step 2 above) to the department chairperson (or substitute) and the college dean. This appeal must be submitted **within 10 working days** of the dated instructor's response, or if the instructor does not respond, **within 15 working days** after the appeal was originally filed with the instructor.

Chairperson's (or substitute's) name _____
Date of receipt of grade appeal _____ Date of response to student _____
Remarks/recommendation: (no later than 10 working days after receipt of the grade appeal)

Chairperson (or substitute's) Signature _____ Date _____

The faculty member has 5 working days to respond to the chairperson's recommendation.

Faculty signature _____ I agree _____ disagree _____ with this recommendation. Date _____

If the instructor wishes to change the student's grade, a grade change card should be submitted to the department chairperson.

(The chairperson must send a copy of this form to the instructor, dean and student)

The dean must complete the following section if further appealed by the student.

Step Four

Dean's name _____

Date of receipt of grade appeal _____ Date of response to student _____

If the dean finds the evidence does not meet the criteria for a grade appeal, the dean will notify the student, instructor and chairperson no later than **5 working days** after receipt of the grade appeal. The grade appeal process ends.

Dean's remarks/recommendation:

Dean's Signature _____ Date _____

If the dean determines the evidence is unclear or the students' evidence does meet the criteria for an appeal, the dean will meet with the faculty member. If an agreement is not reached, the dean will forward the Final Grade Appeal Form to the Provost within 20 days, with the recommendation that the matter be referred to a Grade Appeal Board.

(A copy of this form must be sent to the instructor, the department chairperson (or substitute) and student)

Information related to the composition of the Grade Appeal Board and its procedures may be found in the university's academic catalogs.