**** Graduate/Undergraduate Grade Appeal

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| --- | --- | --- | --- |
| GCID: 911- - | Course: | Advisor: | GPA: |
| Student’s Name (last, first, MI) |
| Mailing Address: |
| Classification: FR SO JR SR GR | email: | phone number: |

1. The student shall petition in writing to the faculty responsible for the action which forms the basis of the grievance or appeal. **Attach a clear and concise statement of the grievance or appeal and the remedies sought**. Request a meeting with the involved person or persons.

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Student’s Signature Date

**First appeal: Faculty**

The Faculty shall schedule a meeting to discuss the matter with the student or provide the student **with a written response** (attached) within **ten** (10) days of receipt of the written grievance or appeal. If you are unable to reach a resolution with the Faculty member, an appointment with the Department Chair should follow to discuss the final grade.

Recommendation: Approval/Disapproval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature Date

**Second appeal: Department Chair**

If you are unable to reach a resolution with the Faculty, an appointment with the Department Chair should follow to discuss the final grade. The Department Chair shall schedule a meeting to discuss the matter with the student or provide the student **with a written response** (attached) within **ten** (10) days of receipt of the written grievance or appeal.

Recommendation: Approval/Disapproval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Signature Date

**Third appeal: Dean**

If you still are not satisfied, make an appointment with the Dean of the College. The College Dean shall schedule a meeting to discuss the matter with the student or provide the student **with a written response** (attached) within **ten** (10) days of receipt of the written grievance or appeal.

Recommendation: Approved/Disapproved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Dean Signature Date

Appeal procedure: Should this petition be disapproved by the Dean, students have the right to appeal to the Provost and Vice President of Academic Affairs. For procedures, see Right of Petition in the undergraduate catalog.



**Grade Appeals Flowchart**

Concerned with Final Grade

Please review the pertinent policy at <http://catalog.gcsu.edu/en/2016-2017/Undergraduate-Catalog/Academic-Policies/Grievances/Academic-Grievances-or-Appeals>. A Graduate/Undergraduate Grade Appeal Form should be completed if you decide to pursue an appeal. The student has no longer than the end of the next semester (if enrolled) or one calendar year (if not enrolled) to file an appeal (appointments can take place via email).

Faculty

Submit a written request to the Faculty stating the reason for the appeal. The Instructor must provide a written response within 10 days.

Department Chair

If you are unable to reach a resolution with the Faculty, an appointment with the Department Chair should follow to discuss the final grade. A written response from the Instructor denying the request must be submitted. The Chair must provide a written response within 10 days.

Dean of College

If you still are not satisfied, make an appointment with the Dean of the College. Include all written information and evidence from the Instructor and the Department Chair. The Dean must provide a written response within 10 days.

If after speaking with the Dean, you have not reached a consensus, the final step of a Grade Appeal is to gather all written evidence and submit request to the Provost and Vice President of Academic Affairs. Academic Affairs must provide a written response within 10 days.

Provost and Vice President of Academic Affairs