

GRADE APPEALS PROCESS

1. STUDENT OBTAINS AND COMPLETES A GRADE APPEAL FORM

The Grade Appeal Form is available from the Office of Academic Affairs, located in Room 200 of the Administration Building. The deadline for submitting the completed form is four (4) months after the date the final grade was assigned or six (6) weeks after the student begins a new semester, whichever comes first. The completed grade appeal must be submitted to the office of the Vice President for Academic Affairs, AD 200.

When completing the Grade Appeal Form, the student must discuss the case with the instructor, the instructor's department head (or other immediate supervisor if no department head for that course), and the instructor's division head. Each meeting with those three persons must be documented by their signature and date in the appropriate section of the Grade Appeal Form. The Grade Appeal Form also requires a separately attached concise written statement outlining the student's reasons for appealing the grade.

1. STUDENT SUBMITS FORM TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

After the student submits the completed Grade Appeal Form to the Vice President for Academic Affairs, that Vice President will forward the same form to the appropriate Co-Chairperson of the Academic Appeals Committee.

2. ACADEMIC APPEALS COMMITTEE CO-CHAIRPERSON SCHEDULES A HEARING

The Academic Appeals Committee Co-Chairperson will schedule a hearing after consulting with the student and the instructor.

4. ACADEMIC APPEALS COMMITTEE MAKES THE FINAL DECISION

The Academic Appeals Committee, voting by secret ballot, makes the final decision after the two parties have made their respective case in the hearing. Appropriate documents regarding the decision of the Academic Appeals Committee are then transmitted to the Vice President for Academic Affairs.

5. ACADEMIC APPEALS COMMITTEE NOTIFIES ALL APPROPRIATE PARTIES

Written notice of the final decision is sent by the Co-Chairperson of the Academic Appeals Committee to the student, the instructor, the instructor's department head (or other immediate supervisor if no department head for that course), and the instructor's division head.

GRADE APPEAL FORM

This form should be completed and submitted to the Office of Academic Affairs, Room 200, Administration Building (AD200). A concise statement explaining your reason for appeal should also be attached.

Name _____ Date _____

Address _____ Phone _____

Major _____ CWID _____

Course Title _____

Course Prefix, Number & Section (e.g. ENGL 1113-102) _____

Instructor _____ Semester & Year _____

Grade Received _____ Grade Expected _____

The Instructor, department head and division head must sign and record the dates which the discussed the grade appeal application with them. Finally, the student must sign and date his/her signature, but only after discussing the case with all of the other three persons.

Name

Date

Instructor _____

Department Head _____

Division Head _____