

# REQUEST TO APPEAL FINAL COURSE GRADE

Name:		SID:			
Address:					
E-mail:	Class: <input type="checkbox"/> Undergraduate	Major:			
Phone:	Class: <input type="checkbox"/> Graduate	Major: <input type="checkbox"/> MSOL	<input type="checkbox"/> MBA	<input type="checkbox"/> MEd	<input type="checkbox"/> MSBS
COURSE					
Prefix/No:	Title:				
Section No:	Semester/Year Taken:	Grade Received		Grade Expected	
Instructor:					
APPEAL PROCEDURES					
<p>Cameron's grade appeal policy states that "The only basis for an appeal is whether or not the student's (your) final grade was assigned fairly within the grading system adopted by the faculty member. The subjective or qualitative judgment of a faculty member cannot be challenged. Only factual and objective elements of a student record are within the scope of an appeal".</p> <p>I understand the above statement, and I am appealing my grade because it was not assigned fairly within the grading system adopted by the instructor.</p> <p>Student's Signature _____</p> <p>The first step in the appeal process is to make an effort to discuss the matter with the instructor concerned and make every effort to resolve the problem. I have discussed the matter with the instructor who assigned the grade. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes: Date of conference _____. If no: Why not? _____</p> <p>The second step in the appeal process is to discuss the matter with the appropriate department chair or school dean. I have discussed the matter with the appropriate department chair or school dean. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes: Date of conference _____. If no: Why not? _____</p> <p>The third step in the appeal process is to submit this request through the Office of Academic Affairs in the Administration Building, Room 250.</p>					
BASIS FOR APPEAL					
<p>State specifically and concisely how the instructor failed to follow his/her grading system when assigning your grade and how you computed your expected grade. This information will be used by the Chair of the Grade Appeals Committee/Chair of the Graduate Council to determine if the criteria for a formal appeal have been met. Use additional sheets if required. <b>NOTE: Complete documentation and data will be required if a formal hearing is granted. The burden of proof that a grading error has occurred rests with the student.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Student's Signature _____ Date Submitted _____</p>					
ADMINISTRATIVE SECTION					
<p>Date Received by the Academic Affairs Office _____ Date Forwarded to Grade Appeals Committee _____/Graduate Council _____</p> <p>Date Received by Chair, Grade Appeals Committee _____/Chair, Graduate Council _____</p> <p>Criteria for Formal Appeal Met <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Signature (Chair, Grade Appeals Committee) _____</p> <p>Signature (Chair, Graduate Council) _____</p>					