



GRADE CHALLENGE FORM

A student may challenge a grade under the following conditions: 1) lack of clarity regarding the grading policies in the syllabus or 2) evidence of grade miscalculation.

The student must submit a Grade Challenge Form (available in the program, school, dean, and academic affairs offices) within thirty (30) days of the start of the semester that proceeds the semester in which the grade was earned. For summer sessions, the students are held to the same time period for the following semester.

The faculty must set up a meeting with the student within five (5) business days after the receipt of the challenge form. If the student is not pleased with the results, then he/she can appeal to the next administrative level (program coordinator) within seven (7) business days. This process may be repeated (school chair, college dean, Dean of Faculty and Student Academic Support Services) to the Academic Affairs level at which any decision is final.

Student's Name: _____ **ID#** _____

Course Title: _____ **Section Number:** _____

Instructor Name: _____

Write a statement explaining the nature of your grade challenge, including any prior actions (use additional sheets if needed):

List the documents that support your challenge (list them here and attach copies. Do not submit originals):

Signature: _____ **Date:** _____

Instructor Review:

Findings (Use additional sheets if needed. Note: List them here and attach copies. Do not submit originals):

Action Taken:

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Instructor Signature: _____ **Date:** _____

Coordinator Review:

Findings (Use additional sheets if needed. Note: List them here and attach copies. Do not submit originals):

Action Taken:

Signature: _____ **Date:** _____

Chair Review:

Findings (Use additional sheets if needed. Note: List them here and attach copies. Do not submit originals):

Action Taken:

Signature: _____ **Date:** _____

Dean Review:

Findings (Use additional sheets if needed. Note: List them here and attach copies. Do not submit originals):

Action Taken:

Signature: _____ **Date:** _____

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Dean of Faculty and Student Academic Services Review:

Findings (Use additional sheets if needed. Note: List them here and attach copies. Do not submit originals):

Action Taken:

Signature: _____ **Date:** _____

Vice President for Academic Affairs Review:

Findings (Use additional sheets if needed. Note: List them here and attach copies. Do not submit originals):

Action Taken:

Signature: _____ **Date:** _____