

COURSE GRADE APPEAL

TO BE COMPLETED BY THE STUDENT:

Graduate students may only appeal the final course grade, not individual assignments. Moreover, appeals are limited to the three conditions listed below. Check on those you believe apply to your appeal.

The grade assigned for a course reflects an error in calculation or reporting (e.g. a computational error, oversight of submitted materials, or posting the wrong grade).

Standards different from those established in the written department or Graduate College policies, if specific policies exist, were used in assigning the grade.

The instructor departed from his or her previously articulated, written standards, without notifying graduate students, in determining the grade.

Name: _____ ID#: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

MU E-mail: _____ Degree or Certificate Program: _____

Course: Subject/Department: _____ Course Number: _____ Section: _____

Instructor's Name: _____

Date of Informal Discussion with instructor who assigned the grade: _____

THE STUDENT IS NOT SATISFIED WITH THE RESULT OF THE INFORMAL APPEAL

Student's Signature: _____ Date: _____

FOR THE FORMAL APPEAL, YOU WILL NEED TO INCLUDE:

- 1) A statement explaining how your appeal meets the conditions you checked.
- 2) A description of the informal discussion between you and the instructor. Include relevant e-mail and other documents sent to the instructor.
- 3) A copy of the complete course syllabus.
- 4) Any relevant documents you would like to be reviewed as part of the appeal process.
- 5) A statement explaining what you would consider a fair resolution of the appeal and a rationale for this outcome.

Submit a copy of this form with attachments to the department/unit head of your department (or your director of graduate studies if the department/unit head is the person who assigned the final grade you are appealing).

ACTION OF THE DEPARTMENT/UNIT HEAD

___ Supports Student's Appeal

___ Does Not Support Student's Appeal

Signature _____ Date: _____

COMMENTS:

TO APPEAL THE DEPARTMENT/UNIT HEAD'S ACTION:

- 1) Submit this form and original documents and
- 2) Additional documentation that further support your appeal to the Dean of the Graduate College.

ACTION OF THE DEAN OF THE GRADUATE COLLEGE

___ Supports Student's Appeal

___ Does Not Support Student's Appeal

Signature: _____ Date: _____

COMMENTS: THE DECISION OF THE GRADUATE DEAN IS FINAL