

Appeal of Final Course Grade

Please see **Final Course Grade Appeal Policy and Procedure** for explanation of the steps in the process of a final course grade appeal and deadlines. A student may NOT formally appeal a final course grade until he/she has had an informal consultation with the instructor concerning the final course grade within the designated time period.

APPEAL TO INSTRUCTOR

Date Appeal Submitted by Student: _____

Student Name: _____

Student ID Number: _____

Instructor Name: _____

Course Name and Number: _____

Course Term: _____

Reasons for Appeal: (attach additional information if necessary)

DATE INSTRUCTOR RECEIVED: _____

Instructor's Response to Student's Appeal: (Please attached additional information if needed)

DATE STUDENT NOTIFIED OF DECISION: _____

Indicate method used for student notification: _____ email (provide copy)
_____ in person (student must sign acknowledging receipt of response)

_____ Acknowledgement of Receipt of Decision by Student

Student signature / Date: _____

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APPEAL TO DIVISION CHAIR

Date Appeal Submitted by Student: _____

Student Name: _____

Student ID Number: _____

Instructor Name: _____

Course Name and Number: _____

Course Term: _____

Date Appeal Received by Division Chair: _____

Reasons for Appeal: See front page of form; ***no new information may be presented by student per policy.***

Division Chair Response: Please attach written Memorandum of decision and reasons.

DATE STUDENT NOTIFIED OF DECISION: _____

Indicate method used for student notification: _____ email (provide copy)
_____ in person (student must sign acknowledging receipt of response)

_____ Acknowledgement of Receipt of Decision by Student

Student signature / Date: _____

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APPEAL TO VICE PRESIDENT FOR ACADEMIC AFFAIRS

Date Appeal Submitted by Student: _____

Student Name: _____

Student ID Number: _____

Instructor Name: _____

Course Name and Number: _____

Course Term: _____

Date Appeal Received by Vice President for Academic Affairs: _____

Reasons for Appeal: See front page of form; *no new information may be presented by student per policy. NOTE: Vice President may appoint a review committee to advise him regarding the appeal.*

Vice President for Academic Appeals Response: Please attach written Memorandum of decision and reasons.

DATE STUDENT NOTIFIED OF DECISION: _____

Indicate method used for student notification: _____ email (provide copy)

_____ in person (student must sign acknowledging receipt of response)

_____ Acknowledgement of Receipt of Decision by Student

Student signature / Date: _____

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APPEAL TO THE PRESIDENT

Date Appeal Submitted by Student: _____

Student Name: _____

Student ID Number: _____

Instructor Name: _____

Course Name and Number: _____

Course Term: _____

Student must submit a formal letter requesting an appeal to the President. (E-mail requests will not be accepted) The appeal must contain:

The Letter requesting an appeal with reasons for appeal; and

The entire record of appeals, including this completed form, all responses and supporting documents submitted at each stage of the appeal.

Date Appeal Received by President: _____

DATE STUDENT NOTIFIED OF DECISION: _____

Indicate method used for student notification: _____ email (provide copy)

_____ in person (student must sign acknowledging receipt of response)

_____ Acknowledgement of Receipt of Decision by Student

Student signature / Date: _____

NOTE: The student may appeal to the Board of Regents as provided in the *Policy Manual of the Board of Regents* at www.usg.edu