

Appeal Form Instructions

A student may submit a grade appeal only in instances in which a palpable injustice can be claimed. A palpable injustice occurs when a faculty member has been demonstrably inconsistent and unfair to the student. Grade appeals can be submitted only in the fall or spring semester after the grade is received (Appeal Semester). This includes courses taken during summer, winter, or spring break sessions. See Grade Appeal Procedure document for additional details and important deadlines.

The Grade Appeal Procedure consists of three levels:

- 1) Level 1 – Discussion with Instructor
- 2) Level 2 – Mediation with Chairperson
- 3) Level 3 – University Academic Standing Committee (UASC)

Grade Appeal Procedures and Deadlines

LEVEL 1 – DISCUSSION WITH INSTRUCTOR

If a student decides to appeal grade based upon palpable injustice, the student completes and submits the Grade Appeal Form to the Instructor before the **end of Week 1** of the Appeal Semester. The student and Instructor will attempt to reach a resolution regarding grade appeal.

Level 1 Resolution Deadline: End of Week 2 of the Appeal Semester

LEVEL 2 – MEDIATION WITH CHAIRPERSON

(Note: If Instructor is also Department Chairperson, student may skip to Level 3)

If a resolution regarding the grade appeal is not reached between the student and the instructor after Week 2, the student may submit the Grade Appeal Form to the Department Chairperson before the **end of Week 3** of the Appeal Semester. The Chairperson will act as mediator during the continued grade appeal discussion between the student and Instructor.

Level 2 Resolution Deadline: End of Week 5 of the Appeal Semester

LEVEL 3 – UNIVERSITY ACADEMIC STANDING COMMITTEE (UASC)

If a resolution regarding the grade appeal is not reached after Week 5 and following mediation with the Chairperson, the student may submit the Grade Appeal Form to UASC via the Faculty Senate President by the **end of Week 6** of the Appeal Semester. UASC will review the grade appeal and render a final decision.

Level 3 Final Decision Deadline: End of Week 9 of the Appeal Semester



FACULTY SENATE

Southern Connecticut State University

Grade Appeal Form

Name: (Last) _____ (First) _____ (M.I.) _____

Student ID: _____

Course Department Code: _____ Course Number: _____ Section: _____

Semester course taken: (circle) FALL SPRING WINTER SUMMER

Year course taken: _____ Instructor: _____

Explain, in detail, why you think a palpable injustice has occurred. A palpable injustice occurs when a faculty member has been demonstrably inconsistent and unfair to the student. Please also attach any relevant documentation.

Multiple horizontal lines for writing the explanation and attaching documentation.

Use additional sheets if necessary.

GRADE APPEAL FORM PART 2: DOCUMENTATION

I. LEVEL 1 – Discussion with the Instructor

To be completed by the student

1. Were you able to contact the Instructor regarding grade appeal? (circle) Y N

Date of contact/s or meeting/s: ___ / ___ / _____ (mm/dd/yyyy)

___ / ___ / _____ (mm/dd/yyyy)

Was a resolution reached? (Check one) YES NO

2. Provide a summary of grade appeal decision. If resolution **not** reached, the **student may proceed to Level 2**. (Use additional sheets if necessary)

NAME OF SUMMARY AUTHOR: _____

If resolved, a signature from both parties signifies an agreement has been reached regarding the grade appeal and concludes the grade appeal process.*

Grade Prior to Appeal _____ Grade Following Appeal (if changed) _____

STUDENT SIGNATURE _____ Date: _____

INSTRUCTOR SIGNATURE _____ Date: _____

* The student shall retain a copy of this signed agreement. If an agreement is reached to change the grade, the Instructor shall submit the grade change to the Registrar's office.

II. LEVEL 2 – Mediation with the Chairperson

To be completed by the student

1. Were you able to contact the Department Chairperson? (circle) Y N

Date/s of contact/s or meeting/s: ___ / ___ / _____ (mm/dd/yyyy)

___ / ___ / _____ (mm/dd/yyyy)

Was a resolution reached? (Check one) YES NO

2. Provide a summary of grade appeal decision. If resolution **not** reached, the **student may proceed to Level 3**. (Use additional sheets if necessary)

NAME OF SUMMARY AUTHOR: _____

If resolved, a signature from all parties signifies an agreement has been reached regarding the grade appeal and concludes the grade appeal process.*

Grade Prior to Appeal _____ Grade Following Appeal (if changed) _____

STUDENT SIGNATURE _____ Date: _____

INSTRUCTOR SIGNATURE _____ Date: _____

CHAIRPERSON SIGNATURE _____ Date: _____

* Both the Student and Department Chairperson shall retain a copy of this signed agreement. If an agreement is reached to change the grade, the Instructor shall submit the grade change to the Registrar's office.

III. LEVEL 3 – University Academic Standing Committee (UASC)

To be completed by the student

1. Date of grade appeal submission to Faculty Senate President ___ / ___ / _____ (mm/dd/yyyy)

To be completed by Faculty Senate President

2. Date grade appeal forwarded to UASC ___ / ___ / _____ (mm/dd/yyyy)

The following is to be completed by UASC

3. Date grade appeal forwarded to relevant Dean ___ / ___ / _____ (mm/dd/yyyy)

4. Provide a written rationale of UASC grade appeal decision. (Use additional sheets if necessary)

SIGNATURE OF UASC CHAIRPERSON _____

DATE OF GRADE APPEAL FINAL DECISION: ___ / ___ / _____ (mm/dd/yyyy)

Grade Prior to Appeal _____ Grade Following Appeal (if changed) _____

DATE GRADE CHANGE SUBMITTED TO REGISTRAR: ___ / ___ / _____ (mm/dd/yyyy)

DATE DECISION AND WRITTEN RATIONALE SENT TO STUDENT, INSTRUCTOR, DEPARTMENT CHAIR/DIRECTOR, AND RELEVANT DEAN: ___ / ___ / _____ (mm/dd/yyyy) **Grade**