

GCID: 911- -	Course:	Advisor:	GPA:
Student's Name (last, first, MI)			
Mailing Address:			
Classification: FR SO JR SR GR	email:	phone number:	

- The student shall petition in writing to the faculty responsible for the action which forms the basis of the grievance or appeal. **Attach a clear and concise statement of the grievance or appeal and the remedies sought.** Request a meeting with the involved person or persons.

\_\_\_\_\_

Student's Signature

\_\_\_\_\_

Date

### First appeal: Faculty

The Faculty shall schedule a meeting to discuss the matter with the student or provide the student **with a written response** (attached) within **ten (10)** days of receipt of the written grievance or appeal. If you are unable to reach a resolution with the Faculty member, an appointment with the Department Chair should follow to discuss the final grade.

Recommendation: Approval/Disapproval

\_\_\_\_\_

Faculty Signature

\_\_\_\_\_

Date

### Second appeal: Department Chair

If you are unable to reach a resolution with the Faculty, an appointment with the Department Chair should follow to discuss the final grade. The Department Chair shall schedule a meeting to discuss the matter with the student or provide the student **with a written response** (attached) within **ten (10)** days of receipt of the written grievance or appeal.

Recommendation: Approval/Disapproval

\_\_\_\_\_

Department Chair Signature

\_\_\_\_\_

Date

### Third appeal: Dean

If you still are not satisfied, make an appointment with the Dean of the College. The College Dean shall schedule a meeting to discuss the matter with the student or provide the student **with a written response** (attached) within **ten (10)** days of receipt of the written grievance or appeal.

Recommendation: Approved/Disapproved

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College Dean Signature

\_\_\_\_\_

Date

Appeal procedure: Should this petition be disapproved by the Dean, students have the right to appeal to the Provost and Vice President of Academic Affairs. For procedures, see Right of Petition in the undergraduate catalog.

## Grade Appeals Flowchart

