



GRADE APPEAL PROCEDURE

For Undergraduate Students

Undergraduate students who receive grades they believe do not reflect the quality of their work may appeal these grades **within 120 calendar days** following the academic period in which the grades were earned. The procedure for appeal is as follows:

1. The student should consult the instructor to see if an understanding can be reached. The student is entitled to an explanation as to how the grade was determined and to examine any tests, papers, or other information pertinent to the appeal.
2. If the conference is not satisfactory, the student should secure a Grade Appeal Form from the University Registrar's Office or the office of the dean of the college in which the course was offered. The student may discuss the appeal informally with the dean if the student desires.
3. In filing a formal appeal, the student should complete the appeal form, stating the nature of the appeal, providing a detailed description of the justification, and requesting a specific action. Since the written appeal will be the basis for the ultimate decision, the student should ensure that it is clear, complete, and inclusive of all documentation the student wishes to have considered in the appeal process. It is the student's responsibility to present written evidence that the instructor made an error or acted arbitrarily or capriciously in assigning the grade.
4. The student is to submit the completed appeal form to the instructor for review. If a solution is not found, the instructor should provide a written response to the student's appeal, providing documentation as to how the grade was determined. The instructor's response should include a copy of the course outline or syllabus provided to the student's class at the beginning of the semester or term.
5. After having met with the instructor or obtaining their written response to the appeal, the student is to submit the form to the head of the academic department that owns the course. Following a review of the student's appeal and the instructor's response, the department head will provide their written opinion of the appeal along with any additional, pertinent information.
6. If the student is unsatisfied with the opinion of the department head, the student is to submit the appeal to the academic dean of college who owns the course. If the student is unsatisfied with the opinion of the dean, they are to submit the completed appeal with all responses, signatures, and accompanying documentation to the Registrar. At that time, a meeting of the Subcommittee on Grade Appeals of the Council on Registration, Credits, and Graduation will be called to review and make a final decision on the appeal.



**NORTHWESTERN STATE UNIVERSITY
GRADE APPEAL FORM**

Student Information:

Name _____ Campus Wide ID Number _____

Address _____

Telephone Number _____ Date _____

Below you will find the colleges within the university and the department within those colleges.
Please circle the college or department of the course that is being appealed.

College of Arts and Sciences	College of Education & Human Development	College of Nursing & School of Allied Health	College of Business & Technology
School of Biological and Physical Sciences	School of Education	College of Nursing	School of Business
School of Creative and Performing Arts	School of Kinesiology	School of Allied Health	Hospitality Management and Tourism
School of Social Sciences and Applied Programs	Military Science		
Engineering Technology	Psychology and Addiction Studies		
English, Languages, and Cultural Studies	Social Work		
General Studies			
Mathematics			
Scholars' College			

Semester Term/Year	Course Prefix	Course No.	Section No.	Hours	Instructor	Grade Received

State the nature of the appeal:

Give a detailed description of the reasons you feel justified in making your appeal:



Please indicate the expected grade you feel that you earned in the above course: _____

You are required to follow the below given grade appeal procedure:

Conference with the Instructor
(Comments, if any, by the instructor)

Instructor's Signature

Date

Conference with academic department head in area where the course is offered
(Comments, if any, by Department Head)

Department Head's Signature

Date

Conference with Academic Dean in area where the course is offered
(Comments, if any, by Dean)

Dean's Signature

Date