(Please Print)
Student_____________________________________ Student ID ________________ Phone: ____________
E-mail Address ______________________________ Mailing Address ______________________________
Grade was Received (semester and year):   Spring _______   Summer _______   Fall _______   Other ____________
Subject _______________ Course ____________ Section__________________
Instructor Name ____________________________ Department ____________________________

GRADE APPEALS: As stated in BSU Policy #3130 Academic Grievance - Grade Appeal Policy, a grade appeal is a complaint about a final course grade which involves one or more of the conditions listed below. It is the student’s responsibility to demonstrate the final course grade is improper based on one of the criteria listed. It is outside the purview of the Preliminary Panel and the Grade Appeal Board to tell an instructor he or she has graded an exam or assignment too harshly; or that his or her standards are too high; or that particular assignments are unreasonable. These are issues of professional judgment and if consistent with University policies fall within the prerogative of the instructor.

Grade appeals will be considered only when it is clearly established by the student, in a concise written manner, that one of the following has occurred:

1. The instructor violated a specific University rule or policy pertaining to grading.
2. The instructor refused to correct a clerical or administrative error made in the process of recording or reporting the grade.
3. The instructor refused to report any grade for the individual student.
4. The grade reflects discriminatory, threatening, abusive, exploitive or similar personal, improper conduct towards the individual student.

Part I - Initial Phase: The grade appeal will first be presented to the instructor of record. If the problem is not solved, the student will present the issue to the chair of the department in which the course is offered. If the problem is not resolved within the department, then the Chair will direct the student to the Dean of the College in which the class is taught. The student will be responsible for completing the Grade Appeal form and presenting it to the dean of the college in which the class occurred.

To be completed by the student:

State specific reasons for appeal and solution desired: (Attach additional pages if necessary. Supporting materials should be specific and relevant to the specific appeal).

Signature of Student ____________________________________________ Date _____________________

Date Appeal Received by Dean’s Office : ______________________

Academic Grievance – Grade Appeal Form 05/2010
The dean (or his/her appointee) will request a written response from the department chair and instructor. The case will be reviewed and mediated, seeking a resolution that is acceptable to both parties.

**Instructor Response:** (Instructor must provide written explanation of decision. Add additional pages if necessary)

Print Instructor Name: ________________________ Signature ______________________________ Date _________

**Department Chair Response:** (Department Chair must provide written explanation of decision. Add additional pages if necessary)

Print Dept. Chair Name: _______________________ Signature ______________________________ Date _________

**Dean of College Response:** (Dean must provide written explanation of decision. Add additional pages if necessary)

Print Dean Name: __________________________ Signature ________________________________ Date _________

**Part II - Second Phase:** If the problem cannot be resolved following mediation with the dean (or his/her appointee), he/she will refer the matter to the Office of the Vice Provost for Undergraduate Studies along with a written statement, the appeals form with the student’s written complaint and a copy of the chair’s written response and instructor’s written response. The Vice Provost will convene a Preliminary Panel to determine if the appeal meets BSU Policy #3130 criteria.

Date Received by Vice Provost:________ Date Preliminary Panel Convened: _______ Preliminary Panel Chair: ________________
Panel Members: ________________
Appeal has merit:     ____ No, Appeal Denied      ____Yes, Appeal Forwarded to Grade Appeals Board

**Part III – Grade Appeals Board:** The Grade Appeals Board will meet to recommend whether a grade will be overturned, amended or upheld. The Board will provide its written recommendations to the Provost. The recommendation will consist of the Board’s decision and justification. The Provost may uphold or overturn the recommendation of the Board. The Provost will inform the parties of the final decision in writing. The written decision letters will be the official University record.

For Provost Office Use
Resolution: ________________________________________________________________

Date Student Notified: ________________ Registrar’s office notified: ________________ Provost Letter Attached _______