

Grade Appeal

Students must first visit with the instructor of the course in question. If you have spoken with your instructor and were not satisfied with the result or if the instructor is no longer employed by PSU, initiate the appeal by completing this form in its entirety. An unanswered question, a blank space, inability to provide supporting documents, or a missing signature stops the appeal process.

The appeal form must be submitted to the appropriate academic department office no later than six weeks after the beginning of the fall or spring semester immediately following the semester in which the grade being appealed was received. Additional work after a final grade was submitted cannot be used to change the grade.

Name: _____ **Student ID #:** _____

Mailing Address: _____

Telephone: _____ **E-mail:** _____

Semester course was taken: _____ **Course number:** _____

Course name: _____

Name of instructor: _____

Approximate date of grade discussion with instructor: _____

Supporting documents must be provided and must include the following:

Written description of why you are making this grade appeal, include details and be specific.

The policy statement or syllabus from the course which you find contradicts the grade you are appealing.

All graded and ungraded papers from the course you are appealing.

The Grade Appeals Process is not started unless you, the student,

- 1) have spoken with the course instructor**
- 2) have completed this form**
- 3) have submitted the listed supporting documentation to the department**
- 4) have signed your name below.**

If your grade appeal is denied, your next option would be to appeal to the Dean of the appropriate college as outlined in your denial notification.

Student's signature

Date

Office use:

Date appeal received: _____ Date referred to committee: _____ Registrars/Grad Office date: _____

Committee decision: _____

Authorized signature: _____ Graduate Dean: _____

Date resolution communicated to student: _____ Method resolution was communicated to student: _____