

Ashland University
Student Grade Appeal Cover Sheet
LEVEL 1

Please read the following carefully and then sign your name where indicated.

Grade appeals will be considered concerning only the **final grade** received in a course.

Grade appeals will be considered only for the following reasons:

- 1) A procedural error was discovered in the evaluation or recording of a grade.
- 2) A grade was assigned on some basis other than your performance in the course.
- 3) A grade was assigned which departed from the faculty member's standards written in the syllabus or in written amendments to the syllabus.

Disagreements about the content or quality of your course work will not be considered as a basis for a grade appeal.

I understand these are the only grounds for filing an appeal via this avenue.

I am submitting a grade appeal to faculty, _____, regarding course _____, completed during _____ semester, _____ year.

I have enclosed the following (please check all that apply)

- This sheet that I have signed and dated (**required**)
- A copy of the course syllabus (**required**)
- Any supporting documentation that I want to be considered.

Student Signature

Date

**Ashland University
Student Grade Appeal Form**

Student Name: _____ E-mail: _____

Address: _____ Phone: _____

Course Name and Number: _____ Semester: _____

Name of Course	Grade You Received
Instructor _____	For This Course: _____

On which basis are you making this grade appeal request? (Check one)

- A procedural error was discovered in the evaluation or recording of a grade.
- A grade was assigned on some basis other than my performance in the course.
- A grade was assigned which departed from the faculty member's standards written in the syllabus or in written amendments to the syllabus.

A disagreement about the content or quality of your course work is not grounds for an appeal.

Explain briefly the particular circumstances that convince you that your grade ought to be changed.

List the date(s) when you spoke with your course instructor about this grade.

What reasons did your course instructor give for issuing this grade?

What is your response to your instructor's explanation?

List the date(s) when you spoke with the instructor's chairperson about the problem.

What is your response to the meeting with your instructor and chairperson?

I hereby certify that the information I have provided is a true and accurate statement of my appeal.

Signature _____ Date _____