

Ashland University
Student Grade Appeal Cover Sheet
LEVEL 2

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

Grade appeals will be considered only 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 at Level 2 to the Chair of the Department or Graduate Program.

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

- This sheet that I have signed and dated (**required**)
- Student Grade Appeal Form (**required**)
- Copy of the course syllabus (**required**)
- Any supporting documentation that I want the committee to consider to include the Student Grade Appeal Form and written response from Level 1 of the appeal.

Student Signature

Date