

Appeal of Final Course Grade

Please see **Final Course Grade Appeal Policy and Procedure** for explanation of the steps in the process of a final course grade appeal and deadlines. A student may NOT formally appeal a final course grade until he/she has had an informal consultation with the instructor concerning the final course grade within the designated time period.

APPEAL TO INSTRUCTOR:

Date Appeal Submitted by Student: _____

Student Name: _____

Student ID Number: _____

Instructor Name: _____

Course Name and Number: _____

Course Term: _____

Reasons for Appeal: (attach additional information if necessary)

DATE INSTRUCTOR RECEIVED: _____

Instructor's Response to Student's Appeal: (Please attached additional information if needed)

DATE STUDENT NOTIFIED OF DECISION: _____

Indicate method used for student notification:

- email (provide copy)
- in person (student must sign acknowledging receipt of response)

Acknowledgement of Receipt of Decision by Student:

Student's Name:

Student signature or email receipt (provide copy):

Date:

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APPEAL TO DIVISION ASSOCIATE VICE-PRESIDENT FOR ACADEMICS (AVPA):

Date Appeal Submitted by Student: _____

Student Name: _____

Student ID Number: _____

Instructor Name: _____

Course Name and Number: _____

Course Term: _____

Date Appeal Received by the AVPA : _____

Reasons for Appeal: See front page of form; ***no new information may be presented by student per policy.***

AVPA Response: Please attach written Memorandum of decision and reasons.

DATE STUDENT NOTIFIED OF DECISION: _____

Indicate method used for student and Faculty notification:

- email (provide copy)
- in person (student must sign acknowledging receipt of response)

Acknowledgement of Receipt of Decision by Student:

Student's Name:

Student signature or email receipt (provide copy):

Date:

APPEAL TO VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT AFFAIRS (VPASA):

Date Appeal Submitted by Student: _____

Student Name: _____

Student ID Number: _____

Instructor Name: _____

Course Name and Number: _____

Course Term: _____

Date Appeal Received by VPASA: _____

Reasons for Appeal: See front page of form; *no new information may be presented by student per policy. NOTE: Vice President may appoint a review committee to advise him regarding the appeal.*

VPASA Appeals Response: Please attach written Memorandum of decision and reasons.

DATE STUDENT NOTIFIED OF DECISION: _____

Indicate method used for student, faculty, and AVPA notification:

email (provide copy)

in person (student must sign acknowledging receipt of response)

Acknowledgement of Receipt of Decision by Student:

Student's Name:

Student signature or email receipt (provide copy):

Date:

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APPEAL TO THE PRESIDENT

Date Appeal Submitted by Student: _____

Student Name: _____

Student ID Number: _____

Instructor Name: _____

Course Name and Number: _____

Course Term: _____

Student must submit a formal letter requesting an appeal to the President. (E-mail requests will not be accepted) The appeal must contain:

- The Letter requesting an appeal with reasons for appeal; and
- The entire record of appeals, including this completed form, all responses and supporting documents submitted at each stage of the appeal.

Date Appeal Received by President: _____

DATE STUDENT NOTIFIED OF DECISION: _____

Indicate method used for student, faculty, AVPA, and VPASA notification:

email (provide copy)

in person (student must sign acknowledging receipt of response)

Acknowledgement of Receipt of Decision by Student:

Student's Name:

Student signature or email receipt (provide copy):

Date:

NOTE: The student may apply for discretionary review of the President's decision to the Board of Regents as provided in the *Policy Manual of the Board of Regents* at www.usg.edu