

Final Grade Appeal Form

Appalachian State University

To the student: Before submitting an appeal to the Grade Appeals Committee, you must have

1. discussed the contested grade with the instructor (date _____)
2. appealed to the departmental chair about the contested grade (date _____)

In addition, you must attach the following to this form:

1. the syllabus for the course in which you received the contested grade
2. all documented grades (graded tests, papers, projects, etc.) that you have
3. a list of all other grades that you know you received in the course and any other factors that may have influenced the grade (e.g., your attendance record)

Remember that the burden of proof in Grade Appeals Committee hearings lies with the student.

Student's Full Name _____

ASU Box Number _____ Phone Number _____

Course in which grade is being contested (with number and section) _____

Semester course taken _____

Grounds for appealing the grade:

"
"
"
"
"
"
"

Continued on back (if necessary)

Grade received _____ Grade you believe you earned _____

Date filed with Dean's Office Student Signature

The following Signatures are necessary **only if the student intends to seek a Grade Appeals Committee hearing**. They signify: (1) that the student has discussed the grade in question with the instructor and the appropriate departmental chair; and (2) that the information required for this form, including attachments, is complete.

Instructor _____ Departmental Chair _____

To request a hearing before the Grade Appeals Committee, the student must file this completed form within the first 30 days of the following semester in the Office of the Dean of the college or school in which the grade was assigned.