



## Grade Appeal Form

Student I.D. Number: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First Middle

Course: \_\_\_\_\_ Quarter/Year: \_\_\_\_\_

### **Grade Appeal Policy:**

The University recognizes Faculty's authority in determining student grades. Faculty is required to articulate and document their course requirements and standards of performance in their course syllabi. All grades submitted to the Registrar, reflecting these articulated course requirements and standards of performance, are assumed to be accurate and final.

A formal Grade Appeal can be filed when a student can document any of the following:

- An error in calculating the grade has occurred, including situations in which properly and timely submitted assignments have not been accounted for;
- There has been a failure of the Faculty to properly notify students of the course requirements and standards of performance;
- A student's grade is the result of any unlawful discrimination or sexual harassment as comports with the University's policies regarding discrimination.

To be considered, a student's Grade Appeal must be submitted within one academic quarter after the grade has been submitted, and must include any and all evidence and documentation that demonstrates the occurrence of one (or more) of the above-listed grounds for appeal.

Grade Appeals will be forwarded to Faculty for a response, which must be submitted to the Chief Academic Officer *within 10 days of receipt*. A final decision by the Chief Academic Officer will be rendered to the student *within 30 days of the receipt of the Faculty's response*. The decision of the Chief Academic Officer is final and cannot be appealed.

### **Steps for Filing a Grade Appeal:**

**STEP 1:** If a student has an issue about an assigned grade, the student should first consult with the faculty in the course in question.

**STEP 2:** If the student does not believe the issue has been resolved from Step 1 and believes there are legitimate grounds for appealing the grade, the student may file a formal Grade Appeal by using this form and submitting it to the Registrar *within one academic quarter after the grade has been submitted*.



**SOUTHERN STATES**  
UNIVERSITY

Reason for Grade Appeal (please be specific and attach all supporting documentation to this form):

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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADMINISTRATIVE USE ONLY**

Faculty's Response (please attach supporting documentation if necessary):

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Faculty's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chief Academic Officer's Final Decision:

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Chief Academic Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_