

SCHOOL OF EDUCATION CANDIDATE APPEAL FORM

(Appeals procedures are printed on the reverse side. Incomplete appeals will not be accepted!)

Candidate Information

Last Name

First Name

EMPLID:

Street Address

City, State

Zip Code

Day Time Phone

Cell/Evening Phone

Citymail Address

Anticipated Graduation Date

Major Area/Program

Career (undergraduate or graduate student)

Nature of Appeal

Grade Change

Course Reinstatement

Dismissal

Course Withdrawal

Other _____

Course Number/Section	Semester	Instructor of Record

Written Statement

Submit a TYPED explanation outlining the reason for this appeal, providing any information and supporting documentation that might be helpful in reviewing your appeal.

Candidate Signature: _____

Date: _____

Required Signatures

Candidate, the following signatures are required as your appeal cannot be reviewed without them.

Faculty, your signature indicates only that you are available to provide information to the Committee and not an attestation of support of the candidate's appeal

Instructor: _____ Date: _____

Program Director: _____ Date: _____

Dept. Chair: _____ Date: _____

*Office of Admissions & Student Services, NAC 3/223A
ATTN: Committee on Course & Standing*

General Procedures for Candidate-Initiated Appeals

The Committee Course & Standing reviews appeals only after all stated steps have been exhausted. The Committee considers appeals in writing, and neither the candidate nor the instructor appears in person. The candidate appeal should be in the form of a detailed letter accompanied by any supporting evidence the candidate wishes to submit, including copies of his or her papers or letters from other candidates or instructors.

1. Candidate begins by discussing the grade/s with the **instructor** as soon as possible after the grade is issued. If the candidate is unable to access the instructor, the **program director** should be contacted first to locate the instructor on the candidate's behalf. In the event where the program director cannot facilitate communication between the instructor and the candidate, the candidate should speak with the department chair.
2. If, after discussing the grade or other academic judgments with the instructor, a candidate wishes to pursue an appeal, s/he must discuss it with the program director under which the course was offered. In the event the program director cannot be reached, the candidate must contact the department chair under which the course was offered.
3. If you wish to move forward with the appeal, upon meeting with the **department chair**, provide a written exposition of the steps that you have taken to date, to try to resolve the grade appeal.
4. The candidate may pursue the appeal further to the **Committee on Course & Standing**, which has **final jurisdiction**. Candidates should discuss the decision to appeal to CC&S with Ms. Stacia Pusey, the Director of Admissions & Student Services, before submitting a formal appeal.

A formal appeal to the Committee on Course and Standing must include the following:

- a. A completed appeal form
- b. A written exposition that includes the issue being appealed, the desired anticipated outcome and any matters relative to the issue at hand. If this an appeal for reinstatement, explain the steps have been taken to improve your academic standing
- c. All relevant documentation that supports the appeal (ex police records, hospitalization records, travel documents)
- d. All necessary signatures (instructor, program director, and department chair)
- e. Copies of all materials to keep for your files
- f. Submit the original appeal materials through the Director of Admissions & Student Services, R 3/223A, ATTN: Ms. Stacia Pusey, CC&S.

A decision made by the committee is final. Additionally, appeals are approved, denied or re-directed by the committee. A request for information regarding the rationale of a decision must be submitted in writing to the committee chair.

IMPORTANT

No grade may be changed after a candidate has graduated!

Grade appeals will be not reviewed by the Committee bearing the following circumstances:

- The instructor has accepted work after an original grade has been submitted.
- The instructor allows the candidate to audit/partially audit a course for a grade change after an original permanent grade has been entered.
- The instructor renegotiates a grade with the candidate after an original permanent grade has been entered.

If such an appeal is received, the Committee will deny it.

Revised 10/19