

Student's First Name _____	Student's Last Name _____	Student ID _____	Major _____
Contact Telephone _____		Shaw University Email _____	
Recorded Grade _____	Term	Fall 20 _____	Spring 20 _____
Course Title/Name _____	Course Code-Section _____	Instructor's Name _____	Department _____

**A student who feels that the grade he/she received in a class is unfair based on the course syllabus, university policy, or grade calculations may appeal the grade. The following steps must be followed up until the point the appeal is resolved. Grade appeals, regardless of their nature, must be initiated no later than the four weeks after the initial grade record.**

**Step one:** The student has completed this grade appeal form. All signatures indicate parties have read and understood the grade appeal policy and procedure. All documentation including student's written statement must accompany this form.

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

**Step two:** The instructor must read the appeal, meet with the student, and grant or deny the student's request.

Instructor's decision and signature:

(Check one)  Grant the appeal, changing grade to \_\_\_\_  Deny the appeal

Instructor has met with student to discuss decision Yes  No

Signature (Instructor): \_\_\_\_\_ Date: \_\_\_\_\_

**Step three:** The Academic Department Head must review the appeal and render a decision.

Academic Department Head's decision and signature:

(Check one)  Grant the appeal, changing grade to \_\_\_\_  Deny the appeal

Department Head has met with student to discuss decision Yes  No

Signature (Academic Department Head): \_\_\_\_\_ Date: \_\_\_\_\_

**Step four:** The Grade Appeal Committee must review all documentation from each level, render a decision and forward the appeal to the Vice President for Academic Affairs.

Grade Appeal Committee's decision and signature:

(Check one)  Grant the appeal, changing grade to \_\_\_\_  Deny the appeal

Signature (GAC Chair): \_\_\_\_\_ Date: \_\_\_\_\_

**Step five:** The VPAA will review the petition and make a final decision.

Vice President of Academic Affairs' decision and signature:

(Check one)  Grant the appeal, changing grade to \_\_\_\_  Deny the appeal

Signature (VPAA): \_\_\_\_\_ Date: \_\_\_\_\_

### **Grade Appeal Policy:**

A student who feels that the grade he/she received in a class is unfair has the right to appeal the grade. Grade appeals, regardless of their nature, must be initiated no later than the four weeks after the final grade of record. All grade appeals must be submitted in writing and accompanied by supporting documentation, including but not limited to syllabus, written correspondences, and/or work samples. The grade appeal process is between 6 – 8 weeks.

### **Instructions for filing the grade appeal**

The student can obtain a Grade Appeal form from the Office of Academic Affairs. A Grade Appeal request must include (1) a letter explaining the exact nature and circumstances of the appeal, (2) any supporting documentation to support the student's claim and (3) the student's signature, acknowledging that he/she has read and understand the Grade Appeal Policy. Completed Grade Appeal packets are submitted to the Office of the Division Head that houses the course for which the grade appeal is requested (ex: *MAT 111 is housed in the Science and Technology Division*). Once the grade appeal is submitted, the student can no longer submit additional documentation for review. The Office of the Division Head is responsible for giving the course instructor the grade appeal packet for review.

### **Review and Decision Procedures:**

#### **Course Instructor Level**

1. The instructor has 7 days from the date of notification to render decision on a grade appeal.
2. The instructor is to meet with the student to explain the decision.
  - a. If the student accepts the decision of the instructor the appeal process ends.  
A decision to grant the grade appeal requires the instructor to process a grade change form.
  - b. If the student does not accept the decision, the student must notify the instructor in writing within 48 hours that they wish to have their appeal reviewed by the Division Head.
3. The instructor must note their decision, sign the grade appeal and submit the packet along with any written notification from the student to the Office of the Division Head.

*Courses that fall under the Honors College, Academic Success or Experiential Learning and Career Development are submitted to the Associate Vice President for Academic Affairs instead of the Academic Division Head. The Associate Vice President will follow the procedures outlined below.*

#### **Academic Division Head / Associate Vice President for Academic Affairs (HON and OAS courses)**

1. The Division Head has 14 days from the date of notification to render a decision on a grade appeal.
  - a. A thorough investigation to review available records from the instructor and student is conducted.
2. The Division Head is asked to explain the decision to the student and provide written notification on official letterhead of the decision with a copy to the instructor.
  - a. If the student accepts the decision of the Division Head, the process ends.  
A decision to grant the grade appeal requires the Instructor to process a grade change form.
  - b. If the student does not accept the decision, they must notify the Office of the Division Head within 48 hours that they wish to have their appeal reviewed by the University Grade Appeal Committee.
3. The Division Head submits the grade appeal packet to the Office of Academic Affairs. The packet should include notification from the student to review the appeal at the next level along with any additional written notifications from the instructor or the Division Head. The packet will be prepared for review by the University Grade Appeal Committee.

#### **Shaw University Grade Appeal Committee Level**

1. The Grade Appeal Committee meets monthly as necessary to review grade appeals.
2. Academic Affairs notifies the University Grade Appeal Committee Chair of pending appeals for review
3. The Grade Appeal Committee has 5 days from the date of the meeting to render a written recommendation with justification to the Vice President Academic Affairs.  
*(All packets must be returned to the Office of Academic Affairs)*

#### **Vice President of Academic Affairs**

1. The Vice President for Academic Affairs reviews all grade appeals and supporting documents.
2. The Vice President of Academic Affairs renders the final decision in the case of a Grade Appeal.
3. The Vice President for Academic Affairs notifies the student and Division Head of the final decision.  
A decision to grant the grade appeal requires the Instructor to process a grade change form.
4. Grade appeal packets along with the committee reports are filed in the Office of Academic Affairs.