



FINAL COURSE GRADE APPEAL FORM

This form should be received by the faculty who issued the grade within 5 business days from the final grade due date as per the official College Academic Calendar (CHS 3120 Course Grade Appeal Policy).

IDENTIFICATION:

Student Name: _____ Student ID: _____ Date: _____
Course Number: _____ Course Name: _____ Section #: _____
Faculty Name: _____ Term: _____

REASON(S) FOR THE APPEAL:

- Errors in grade calculation
- Unpublished criteria to calculate the grade (not in the course syllabus)
- Assigned grade is inconsistent with what is in the syllabus, college of university policies
- Other: _____

SHORT DESCRIPTION OF THE DISPUTE (Use additional sheet of paper if needed. Attach evidence)

Student Signature

Date

Student to Faculty:	5 business days after the final grade enter deadline
Faculty response to student:	5 business days after the appeal date to the faculty
Student appeal to the Department Chair:	5 business days after the response from the faculty
Department Chair response to student:	5 business days after the appeal date to the Dept. Chair
Student appeal to the ADASA:	5 business days after the response from the Dept. Chair
ADASA response to the student:	10 business days after the appeal date to the ADASA
Student appeal to the College Dean:	5 business days after the response from the ADASA
Dean response to the student:	5 business days after the appeal date to the Dean