

Shippensburg University

Graduate Grade Appeal Form

Grade Appeal form is not Valid Unless Completed in Full and Filed in a Timely Fashion

I. Student Information:

Student Name: _____ Student ID No.: _____

Student's Home College: _____ Major: _____

Last Day to File a Grade Appeal: _____ Today's Date: _____

Postal Address(es) to which all university communication concerning this appeal will be directed:

E-mail Address(es): _____

Phone #(s): _____

II. Course for Which Appeal in Being Filed:

I Hereby Register a Formal Grade Appeal Against: _____ (name of the instructor)

in Course Name: _____, Course Number _____, Section: _____, taken
during the Spring ___ Fall ___ Summer Term ___ 20__.

III. Basis for the Appeal (Check Appropriate Line(s)):

___ The Course Instructor Miscalculated the Final Course Grade.

___ The Course Instructor Committed an Oversight in Calculating the Final Course Grade.

___ The Course Instructor acted in an "Arbitrary and/or Capricious" Manner in Assigning Grades, including the Final Course grade to the Student.

___ The Course Instructor in Assigning grades discriminated against the student on the basis of race, color, religion, creed, lifestyle, sexual orientation, ancestry, national origin, age, union membership, sex, disability or Veteran's status.

IV. Desired Resolution

Grade Given by the Instructor _____ Grade Expected by Student _____

Student Signature: _____

Attach to this form a written statement detailing the basis for your grade appeal and the justification for the grade change desired.

Received By _____ Name of Department or Program _____
(Departmental or Program Representative)

Date _____ Time _____

Cc: Dean's Office

Shippensburg University

Disposition of Graduate Grade Appeal

I. Student Information:

Student Name: _____ Student ID No.: _____

Student's Home College: _____ Major: _____

Postal Address(es) to which all university communication concerning this appeal will be directed:

E-mail Address(es): _____

Phone #(s): _____

II. Course for Which Appeal Was Filed:

Course Name: _____, Course Number _____, Section: _____, taken during Spring ___ Fall ___ Summer Term ___ 20___. Course Instructor _____.

III. Basis for the Appeal (Check Appropriate Line(s)):

The Course Instructor Miscalculated the Final Course Grade.

The Course Instructor Committed an Oversight in Calculating the Final Course Grade.

The Course Instructor acted in an "Arbitrary and/or Capricious" Manner in Assigning Grades, including the Final Course grade to the Student.

The Course Instructor in Assigning grades discriminated against the student on the basis of race, color, religion, creed, lifestyle, sexual orientation, ancestry, national origin, age, union membership, sex, disability or Veteran's status.

IV. Resolution of Appeal

Grade Given by the Instructor _____ Grade Desired by Student _____

Appeal Granted _____ Appeal Denied _____

Academic Appeals Committee Faculty Co-Chairperson

Date

Academic Appeals Committee Student Co-Chairperson

Date