

STUDENT'S CHECKLIST FOR GRADE APPEAL CASES

- Review grade appeals documentation.
- Prepare a concise statement explaining your reason for appeal.
- Meet with and discuss grade appeal case with **Advisor** and secure signature on Form A. Leave Form C with Advisor. Your advisor should be able to assist you in finding the department head and dean or dean's representative.
- Meet with and discuss grade appeal case with **Instructor** and secure signature on Form A. Leave Form E with Instructor.
- Meet with and discuss grade appeal case with **Department Head** and secure signature on Form A. Leave Form B with Department Head.
- Meet with and discuss grade appeal case with **Dean or Dean's Representative** and secure signature on Form A. Leave Form D with Dean or Dean's Representative. Graduate students should contact the Associate Dean of the Graduate College.
- Return grade appeal Form A, your statement, and any evidence to Grade Appeal Coordinator, 101 Whitehurst Hall. The Grade Appeal Coordinator is responsible for making sure Forms B, C, D, and E are submitted.
- The deadline to submit Form A (with required signatures) and your written statement is 4 months after the date final grades were due or 6 weeks after the student begins a new semester, whichever comes first. Please contact the Office of Academic Affairs (405-744-5627 or academics@okstate.edu) for the current semester's deadline.

FORM A

**GRADE APPEALS BOARD
GRADE APPEAL FORM**

The deadline to submit a grade appeal is 4 months after the date final grades were due or 6 weeks after the student begins a new semester, whichever comes first. Please contact the Office of Academic Affairs (405-744-5627 or academics@okstate.edu) for the current semester's deadline.

Name _____ Student ID # _____
College _____ Advisor _____
OSU E-mail address: _____ Phone _____
Course Title _____ Course Prefix & Number _____
Instructor _____ Semester & Year _____
Grade Received _____ Grade Expected _____

Meet and discuss your appeal with each individual below. Obtain signatures of each individual and record the dates on which you discussed your grade appeal with those persons.

	SIGNATURE	DATE
Instructor*	_____	_____
Student's Advisor	_____	_____
Instructor's Dept. Head	_____	_____
Dean's Representative**	_____	_____

**When the instructor is a graduate assistant, list the dates of discussions with the instructor as well as with the professor in charge of the course.*

***The Dean's Representative is the Associate Dean in the instructor's home college. If the student is a graduate student, contact the Associate Dean in the Graduate College.*

- I understand it is my responsibility to ensure I have followed the checklist and all instructions included on this form.**
- I have met with the individuals listed above, obtained their signatures, and provided each of them with a copy of the appropriate form.**
- I understand late appeals are not considered. A completed Form A and my written statement must be submitted by the appropriate deadline.**

Student Signature

Date

FORM B

GRADE APPEAL
Request of Verification Form
To be completed by the Instructor's Department Head

_____ is processing an appeal of a grade that they received in
Student Name and ID Number

_____ during _____. The instructor is _____.
Course Prefix and Number Semester/Year

While no student is to be denied a hearing before the Grade Appeals Board (GAB), problems involving grade appeals should be resolved at the departmental level if at all possible. The purview of the GAB is quite narrow and strictly defined. The GAB hears cases based on grading errors, policy changes, unfair application of standards, and misapplication of the syllabus (See Policy & Procedure Letter 2-0821). Appeals based on concerns related to style or quality of instruction should be resolved at the department and/or college levels.

Have you discussed this matter with the student? ___Yes (Date _____) ___No
If "No," why? _____

Have you discussed this matter with the instructor? ___Yes (Date _____) ___No
If "No," why? _____

Do you support this petition for a grade appeal? ___Yes ___No

If yes, on what basis does this petition meet the requirements for an appeal to be reviewed by the Board?

- grading error(s) policy changes unfair application of standards
 misapplication of syllabus other _____

Please describe your attempts to resolve this matter (include approximate dates, when known). Use additional sheets as necessary:

Department Head's Signature

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE!

Return to: Grade Appeals Coordinator
 Office of Academic Affairs
 101 Whitehurst Hall
 academics@okstate.edu

FORM C

GRADE APPEAL
Request of Verification Form
To be completed by the Student's Academic Advisor

_____ is processing an appeal of a grade that they received in
Student Name and ID Number

_____ during _____. The instructor is _____.
Course Prefix and Number Semester/Year

While no student is to be denied a hearing before the Grade Appeals Board (GAB), problems involving grade appeals should be resolved at the departmental level if at all possible. The purview of the GAB is quite narrow and strictly defined. The GAB hears cases based on grading errors, policy changes, unfair application of standards, and misapplication of the syllabus (See Policy & Procedure Letter 2-0821). Appeals based on concerns related to style or quality of instruction should be resolved at the department and/or college levels.

Have you discussed this action with the student? ___Yes (Date _____) ___No
If "No," why? _____

Comments:

Academic Advisor's Signature

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE!

Return to: Grade Appeals Coordinator
 Office of Academic Affairs
 101 Whitehurst Hall
 academics@okstate.edu

FORM D

GRADE APPEAL
Request of Verification Form
To be completed by the Dean's Representative

_____ is processing an appeal of a grade that they received in
Student Name and ID Number

_____ during _____. The instructor is _____.
Course Prefix and Number Semester/Year

While no student is to be denied a hearing before the Grade Appeals Board (GAB), problems involving grade appeals should be resolved at the departmental level if at all possible. The purview of the GAB is quite narrow and strictly defined. The GAB hears cases based on grading errors, policy changes, unfair application of standards, and misapplication of the syllabus (See Policy & Procedure Letter 2-0821). Appeals based on concerns related to style or quality of instruction should be resolved at the department and/or college levels.

Have you discussed this matter with the student? ___ Yes (Date _____) ___ No
If "No," why? _____

Have you discussed this matter with the instructor? ___ Yes (Date _____) ___ No
If "No," why? _____

Have you discussed this matter with the department head? ___ Yes (Date _____) ___ No
If "No," why? _____

Do you support this petition for a grade appeal? ___ Yes ___ No

If yes, on what basis does this petition meet the requirements for an appeal to be reviewed by the Board?

- grading error(s) policy changes unfair application of standards
 misapplication of syllabus other _____

If this appeal is related to an honors contract course, is the student appealing grade or merit of project? (The Grade Appeals Board does not have the academic competency in the various fields that are involved to evaluate field specific instruction. Therefore, the Grade Appeals Board will only hear cases involving grade appeals and not the merit of an honors project.)

Please describe your attempts to resolve this matter (include approximate dates, when known). Use additional sheets as necessary:

Dean's Representative Signature

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE!

Return to: Grade Appeals Coordinator
 Office of Academic Affairs
 101 Whitehurst Hall
 academics@okstate.edu

FORM E

**GRADE APPEAL
Request of Verification Form
To be completed by the Instructor**

_____ is processing an appeal of a grade that they received in
Student Name and ID Number

_____ during _____. The instructor is _____.
Course Prefix and Number Semester/Year

While no student is to be denied a hearing before the Grade Appeals Board (GAB), problems involving grade appeals should be resolved at the departmental level if at all possible. The purview of the GAB is quite narrow and strictly defined. The GAB hears cases based on grading errors, policy changes, unfair application of standards, and misapplication of the syllabus (See Policy & Procedure Letter 2-0821). Appeals based on concerns related to style or quality of instruction should be resolved at the department and/or college levels.

Have you discussed this matter with the student? _____ Yes (Date _____) _____ No
If "No," why? _____

Have you discussed this matter with the department head? _____ Yes (Date _____) _____ No
If "No," why? _____

Have you discussed this matter with the dean/dean's representative? _____ Yes (Date _____) _____ No
If "No," why? _____

Please describe your attempts to resolve this matter (include approximate dates, when known). Use additional sheets as necessary:

Instructor's Signature

PLEASE RETURN THIS FORM WITHIN FIVE WORKING DAYS AFTER SIGNING THE STUDENT'S FORM A!

Return to: Grade Appeals Coordinator
Office of Academic Affairs
101 Whitehurst Hall
academics@okstate.edu

P&P Letter 2-0821:2.01:D. "Instructor's verification form. The Instructor's verification form needs to be returned five working days after signing the student's Form "A." If a student has conferred with the instructor in question and has delivered the appropriate form to the instructor, but the completed instructor's form is not returned in a reasonable amount of time, the Grade Appeals Board may hear the case without the instructor's form. In such a case, the Grade Appeals Board should hear the case without prejudice, and the rights of the instructor to present evidence and testimony before the Board should not be restricted. A statement of this policy and the address to which the forms are to be returned are included on the instructor's grade appeal form."