**Appeal Response Form**

**\*\*be sure you read the Grade Appeal Procedure of the College of Education before completing this form\*\***

**Faculty name: Today’s date:**

Information regarding course in which grade is being appealed:

**Name of course: Semester/Year completed:**

**Student name:**

**Grade appeals may be initiated only if the grade was influenced by one of the factors listed below. Please indicate which factors the student cited as a basis for their appeal. Check all that apply.**

* + **Error**: A clerical/computational error was made in calculating/reporting the grade.
	+ **Prejudice**: The faculty member’s evaluation of the student’s work was influenced by the faculty member’s negative attitude toward the student.
	+ **Arbitrary method**: The grading procedure employed departed substantially from accepted academic norms in a manner that indicates a failure to exercise professional judgment (e.g., no explanation given regarding the basis for assigning point values to assignments; grading procedure deviated substantially from what was stated in the syllabus without notifying students in advance of this change).
	+ **Inconsistent application:** The student’s grade was not determined using the same process applied to other students in the course.
	+ **Unsubstantiated charge of dishonesty**: The grade was based on a charge of academic dishonesty by the student which has been determined by the university to be unsubstantiated by the evidence presented.

In the space below, please address each of the reasons for appeal by the student and indicate your decision regarding the appeal. If you wish, you may attach a document to this form. [Additional document attached? **Yes No** (circle one)]

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I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understand the Grade Appeal Procedure of the College of Education, and I agree to comply with the dictates of that procedure.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that the information provided above is true. I further understand that knowingly providing false information on this form is a violation of the university’s code of academic honesty.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_