**Academic Grade Appeal Form**

Office of Records & Registration

1480 Nashville Pike

Gallatin, TN 37066

v. 615-230-3466

f. 615-230-3645

\***Documentation will be required to support any statements within this appeal request and must be turned in with the appeal packet\***

2017/2018 Committee Meeting Dates:

August 25, 2017

October 20, 2017

December 1, 2017

January 12, 2018

March 16, 2018

April 27, 2018

Completed appeals must be received one week prior to the committee

Name

Student V# V

Home Address

Preferred E-mail

Preferred phone

Please complete the following information regarding the course or courses for which you are:

Requesting a retroactive (late) withdrawal

Requesting additional time to complete a course “I” (incomplete)

Change grade from to .

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Course Title

Course Number

Section Number

Instructor

Semester that you took this course

Year that you took this course

Check box if you were receiving financial aid during the disputed semester.

All students have the option to appear before the committee when their cases are heard.

Do you wish to make a personal appearance before the Committee?

Yes No

**Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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When submitting a Final Grade Appeal or a request for a Late Withdrawal, you **must complete all THREE steps indicated on page 2 and 3** (note that incomplete appeals may **not** **be reviewed by the committee and may result in your appeal expiring**):

🞎 Step 1. I met with and/or emailed the course instructor (name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on (date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Or

I met with and/or emailed the department chair/dean (name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on (date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please include all relevant correspondence in your appeal packet.

**Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Do you need help on how to approach your course instructor?

**Sample for appealing a grade email:**

**Sample withdrawal email**:

Professor \_\_\_\_\_\_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am appealing the grade I was given for your course \_\_\_\_\_\_\_\_, which I took in \_\_\_\_\_\_ (semester and year).

(Provide a brief statement explaining why you feel you should have earned a different grade, and be specific.)

Could we meet to discuss this matter?

Thank you,

Your name

Professor \_\_\_\_\_\_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am appealing for a late withdrawal from your course \_\_\_\_\_\_\_\_, which I took in \_\_\_\_\_\_ (semester and year).

(State the reason why you are requesting the late withdrawal.)

Do you support the withdrawal?

Thank you,

Your name

It is YOUR responsibility to contact the instructor. Your appeal will NOT be processed without completing this step. If you need help obtaining instructor information please see the following division contact information.

|  |  |  |
| --- | --- | --- |
| **Division** | **Phone number** | **Location** |
| Business & Technology | 615-230-3301 | Mattox 101-B |
| Health Sciences | 615-230-3330 | Wallace 102-O |
| Humanities | 615-230-3201 | SRB 208 |
| Math and Science | 615-230-3261 | Warf 100 |
| Social Science & Education | 615-230-3231 | Caudill 222 |
| TN eCampus (RODP) | 615-230-3382 | Warf 126 |

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**STOP**- It is the student’s responsibility to complete step 1. If you have not met with the instructor or the department chair/dean, the committee cannot review your appeal, and it may expire.

🞎 Step 2. I have attached a Student Explanation, which is a detailed explanation of my request. This may include an explanation of what the issue is and what you have done about this problem so far. Also, provide a summary of the evidence you have supporting your request. Indicate the resolution you are seeking from this appeal.

🞎 Step 3. I have attached copies of all relevant materials/evidence, including:

a) \_\_\_ the relevant assignment(s), paper(s) or examination(s);

b) \_\_\_ the instructor’s comments or notes about the assignment, paper or examination;

c) \_\_\_ the course syllabus and/or outline;

d) \_\_\_ relevant correspondence between the instructor and student; and

e) \_\_\_any other information or documentation that is relevant to my appeal.

**IMPORTANT**: A FINAL GRADE APPEAL MAY RESULT IN AN INCREASE, A DECREASE, OR NO CHANGE IN THE ORIGINAL GRADE.

**Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**