Academic Grade Appeal Form

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

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 [ ].

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: ______________

2019 Committee Meeting Dates:
January 18, 2019
March 15, 2019
April 26, 2019
Completed appeals must be received one week prior to the committee
Academic Grade Appeal Form

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 withdrawal email:

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

Sample for appealing a grade 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

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.

<table>
<thead>
<tr>
<th>Division</th>
<th>Phone number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business &amp; Technology</td>
<td>615-230-3301</td>
<td>Mattox 101-B</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>615-230-3330</td>
<td>Wallace 102-O</td>
</tr>
<tr>
<td>Humanities</td>
<td>615-230-3201</td>
<td>SRB 208</td>
</tr>
<tr>
<td>Math and Science</td>
<td>615-230-3261</td>
<td>Warf 100</td>
</tr>
<tr>
<td>Social Science &amp; Education</td>
<td>615-230-3231</td>
<td>Caudill 222</td>
</tr>
<tr>
<td>TN eCampus (RODP)</td>
<td>615-230-3382</td>
<td>Warf 126</td>
</tr>
</tbody>
</table>
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: ______________