

## Grade Appeal Form

To appeal your final grade in a course, complete and submit this form along with all required documents to the Academic Dean of the college that houses the course in which your grade is being appealed. **You must appeal your grade to your instructor and the Department Chair before submitting your appeal to an academic dean.** Please read the Grade Appeal policy in the SSU Student Handbook for more information. You are encouraged to contact the Student Ombudsperson during your appeal process.

Name: \_\_\_\_\_

SSU Student ID No.: \_\_\_\_\_

Date: \_\_\_\_\_

Course Prefix and Code: \_\_\_\_\_

Course Name: \_\_\_\_\_

Semester Course was Taken: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Grade Received: \_\_\_\_\_

Grade Desired After Appeal: \_\_\_\_\_

**Reason for Appeal (check all that are applicable):**

Error in Grading Assignment       Error in Calculation of Final Grade       Error in Following Syllabus

Other (please briefly explain): \_\_\_\_\_

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*Note: Most appeals selecting only "other" will be handled as a complaint and will not follow the Grade Appeal policy.*

Check the following indicating that you have completed the preceding steps in the Grade Appeal process:

Appeal to Instructor

Appeal to Department Chair

Check the following indicating that you are including all of the required documentation for a grade appeal:

This form

A detailed written rationale for why you think the grade should be changed

Copies of relevant documents, including, but not limited to: work that you submitted in the class, the course syllabus, and assignment instructions

Any other documents that may have been generated during the appeal process up to this point

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Signature

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Date