

Southern Connecticut State University

Grade Appeal Form

LEVEL 1–Part B: Documenting the Outcome of the Appeal

To be completed by the Department Chairperson / Program Director after mediation efforts with the Instructor have been completed or after the Chairperson / Program Director has rendered a decision in the case of an Absent Instructor. The Chairperson / Program Director must return the completed form to the Student and provide copies to the Instructor and the Dean of the Instructor’s school or college.

1. Document Chairperson’s / Program Director’s efforts to mediate the grade dispute (e.g. date or dates of contact and/or discussion, etc.). In the case of an Absent Instructor, indicate this.

2. Was a resolution reached? (Check one) YES NO

3. Provide a summary of grade appeal decision. If resolution not reached, the Student may proceed to Level 2. (Use additional sheets if necessary.)

Grade Prior to Appeal _____

Grade Following Appeal (if changed) _____

STUDENT SIGNATURE* _____

Date: _____

INSTRUCTOR SIGNATURE* _____

Date: _____

CHAIRPERSON SIGNATURE* _____

Date: _____

*Signatures from all three parties signify that the Chairperson’s / Program Director’s mediation efforts have been completed and have culminated either in an agreement by the Instructor to change the grade or in a denial of the appeal. In cases of an Absent Instructor, no Instructor signature is needed. In cases where the Chairperson / Program Director is the Instructor of the course and the Student is moving directly to a Level 2 appeal, no signature from the Chairperson / Program Director is required.

It is the chair’s responsibility to distribute the completed form, sequentially, to the Student and the Instructor for their signatures, and to provide copies of the completed and signed form to the Student, the Instructor, and the Dean of the instructor’s school or college.

NOTE: All parties shall retain copies of this completed form and supporting documentation.