Indiana State University

College of Health and Human Services

Grade Appeal Form

The College of Health and Human Services follows the Indiana State University Grade Appeal Policy as identified in the University Handbook, Section 323.1. Students are expected to review the policy in detail. <http://www.indstate.edu/adminaff/policyindex.htm>

The student must complete and answer the following to initiate a grade appeal.

Date: Click here to enter a date.

Student Name: Click here to enter text.

University ID:

ISU E-mail: Click here to enter text.

Telephone Number: Click here to enter text.

Course (Name, Prefix, Number, Section): Click here to enter text.

Course Instructor: Click here to enter text.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Basis of the Appeal:** A student may appeal a final grade granted by any instructor of any course based on one or more of the following (please identify by checking the box/boxes).

1. Error. An error in the calculation of the grade.
2. Disparate Treatment. The application of more exacting or demanding standards than were applied to other students in the same section of the same course, in the same semester, with the same instructor.
3. Inappropriate Basis. Assignment of a grade on some basis other than performance in the course.
4. Departure from Announced Standards. Assignment of a grade by a substantial departure from the instructor’s previously announced standards for that section of that course.
5. Departure from Departmental Standards. Assignment of a grade that is a substantial departure from the written departmentally approved standards for a course.

**Stop** here if no box is checked as the above are the only grounds for a grade appeal.

**Grade Appeal Process**

Step 1: The student must, where possible, seek out the instructor for a face-to-face conversation. Note: this is referred to as the Informal Process in the University policy. Step 1 and 2 will occur simultaneously if the course instructor is also the Chairperson of the Department.

* Time frame: must be initiated by the student within 30 working days of the posting of the final grade.

1. Date, after the posting of the final grade, the student first contacted the instructor concerning the grade: Click here to enter a date.
2. Date of meeting with the instructor: Click here to enter a date.
3. Resolution:

Yes; no further steps occur

No; explain and then move to Step 2

Explanation and supporting documentation: Click here to enter text.

Signature of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 2: The student is required to contact the department chairperson. The chairperson is required to meet with the student one-on-one, have a conversation with the instructor one-on-one, and then highly encouraged to meet with the two of them together in person, by telephone, or video conference.

1. Date of contact with the department chairperson: Click here to enter a date.
2. Date of student meeting with department chairperson: Click here to enter a date.
3. Date of conversation between instructor and chairperson: Click here to enter a date.
4. Resolution:

Yes; no further steps occur

No; explain and then move to step 3

Explanation and supporting documentation: Click here to enter text.

Signature of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 3: Appeal is made in writing to the Dean of the College of Health and Human Services. A student must specify the basis (bases) of the appeal and do so within 30 working days of the meeting with the chairperson. Note: this is referred to as the Formal Process in the University policy. Student, please indicate one of the following.

Instructor unable or unwilling to communicate and the informal appeal could not proceed

No resolution resulted from the informal appeal process

**Materials that must accompany an appeal:**

Students are required to attach a written statement with the Grade Appeal form. The statement must include the following:

1. Ground(s) on which the grade is being appealed (basis of the appeal),
2. Information necessary for the Dean and the College Grade Appeals Committee to justify a change in the assigned grade. (Per policy 323.4, Contents of Formal Appeal, see below)
   1. The contents of the appeal should include as much of the relevant physical or electronic record as is possible for the student to collect.
   2. If the basis of the appeal is “Disparate Treatment”, the student should provide a list of the names of other students and specific assignments so that a review of the relevant materials and appropriate comparisons can be made.
      1. The tables below must be completed and submitted if asserting Disparate Treatment.
      2. Each name must be accompanied by contact information and a signature from the student named indicating her/his willingness to have her/his assignment(s) included in the review by the Dean and Grade Appeal Committee. In the case of distance education students, or students who are no longer on campus, an attached e-mail statement sent from the student’s ISU e-mail giving permission to include her/his name will substitute for a signature.

Note: Please refer to the Grade Appeal Policy for an explanation of remaining steps that occur once step 3 (Formal Grade Appeal) has been submitted.

Approved by CoHHS Student Affairs Committee 10/21/2016, vote 6-0-0

Approved by CoHHS Executive Committee 2/1/2016, 7-0-0

For use with “Disparate Treatment” as the Basis for Appeal (both Table 1 and 2)

Table 1: Student(s) Whereby Different Standards Were Used When Compared by the Student Submitting the Grade Appeal

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name | Student ID (991) | ISU e-mail | Signature |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |  |

Table 2: Assignment(s) Whereby Student is Claiming Different Grading Standards Were Used

|  |
| --- |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |
| Click here to enter text. |