

**PLEASE COMPLETE ONLINE OR PRINT BELOW IN BLUE OR BLACK INK.**  
**Students are expected to maintain a copy of this document for their records.**

**Student instructions for Sections 1 and 2: Submit Course Grade Appeal form to the appropriate Course Director and the Office of Academic Affairs within ten (10) business days of online grade posting.**

**Section 1: STUDENT INFORMATION**

Student's Name: \_\_\_\_\_ SONIS Student ID#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Course # and Title: \_\_\_\_\_ Course Director's Name: \_\_\_\_\_

Year and Term Course was taken: \_\_\_\_\_

---

**Section 2: STUDENT'S STATEMENT**

Following the provisions of the Student Final Course Grade Appeal Process, I appeal the grade of \_\_\_\_\_ received in the course cited above.

The basis for this appeal is:

*You may attach an additional page if more space is needed.*

▶ \_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

---

## **Section 3: COURSE DIRECTOR STATEMENT**

Course Director instructions: Return a copy of this completed form to the Office of Academic Affairs and to the student within five (5) business days. Submit the grade change form (if necessary) to the Office of the Registrar. A Grade Change form must be attached to the original document when a grade change has been granted.

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

I have reviewed the course grade appeal and my decision is to:

- Uphold the appeal
- Decline the appeal

The basis for my decision is:

▶ \_\_\_\_\_  
Course Director Signature

\_\_\_\_\_  
Date

**STUDENT:**

*For further or unresolved appeals, complete Section 4 or 6 (whichever is appropriate) within 2 business days.*

---

## **Section 4: APPEALS TO DEPARTMENT CHAIR**

Student Instructions for section 4: sign and submit to the appropriate Department Chair and the Office of Academic Affairs if you wish to pursue the appeal process. If the course director is the Department Chair, skip to Section 6. This form must be received by the Department Chair and Office of Academic Affairs within two business days of receiving the decision of the course director.

**I have followed the informal process outlined in the Student Final Course Grade Appeal process and have been unable to reach a satisfactory resolution of my appeal through the course coordinator. I wish to appeal my course grade to the Department Chair.**



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

Date \_\_\_\_\_

---

## **Section 5: DEPARTMENT CHAIR STATEMENT**

Department Chair instructions: Return a copy of this completed form to the Office of Academic Affairs and to the student within five (5) business days. Submit the Grade Change form (if necessary) to the Office of the Registrar.

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

I have reviewed the course grade appeal and my decision is to:

- Uphold the appeal
- Decline the appeal

The basis for my decision is:



Department Chair \_\_\_\_\_

Date \_\_\_\_\_

**STUDENT:**

*For further or unresolved appeals, complete Section 6 within 2 business days.*

---

## **Section 6: APPEALS TO THE OFFICE OF THE DEAN**

Section 8 instructions for the student: Sign and submit to the Office of Academic Affairs if you wish to further pursue the appeal process. This form must be submitted to the Office of Academic Affairs within two (2) business days of receiving the decision of the Department Chair.

**I have followed the informal process outlined in the Student Grade Appeal process and have been unable to reach a satisfactory resolution of my appeal through the Course Coordinator and Department Chair. I wish to appeal my course grade to the Office of the Dean.**

▶ \_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

---

## **Section 7: OFFICE OF THE DEAN**

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

The appeal has been reviewed according to the formal appeal procedure. A final decision has been made to:

- Uphold the appeal
- Decline the appeal

All decisions made by the Dean are to be considered final, and may not be appealed further.

The basis for my decision is:

▶ \_\_\_\_\_  
Signature of the Dean

\_\_\_\_\_  
Date

- *The Dean will make the final decision as to whether the appeal will be upheld or not and will notify the student, course director, department chair, and Office of Academic Affairs in writing within two (2) business days of receipt of the formal appeal.*
- *The Dean will notify the Registrar if a grade appeal is upheld so that the Registrar can make the appropriate change to the grade in the student's record and on the formal transcript.*
- *The original Course Grade Appeal Form will be stored by the Office of Academic Affairs and Registrar.*
- *A Grade Change Form must be attached when a grade change has been granted.*