



Grade Appeal Committee

Grade Appeal Form

Date Received in Reg Office: _____ & _____ Date Sent to Appeal Board: _____
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Please be advised the Grade Appeal Board may consider approving Changes only to P (Pass) or W (Withdraw). Any requests for changes to specific letter grades cannot be considered.

Name: _____ KU ID #: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ E-Mail: _____

Please complete the following information pertaining to the petition:

Course prefix, number, section	Title	Semester & Year Taken
	(e.g. ENG 001 010, English Comp I, Fall 1995)	

The following individuals acknowledge that they have met with the student about this matter and that no change of grade has been approved:

Signature of faculty member who assigned the disputed grade: _____ Date: _____

Signature of chairperson of above faculty member's department: _____ Date: _____

Signature of faculty member's Dean of the college: _____ Date: _____

Dean's statement that the conflict remains unresolved:

Student verifies having read and followed the Grade Appeal Board Policy: _____

Student verifies having consulted with above parties in an attempt to resolve this matter: _____

Student requests that the Grade Appeal Board change the grade to (**check one**): Withdraw Pass

Students are to attach and sign a statement describing the grounds for the appeal. Other pertinent documents of evidence may also be presented with the appeal.

Student Signature: _____ Date: _____

Grade Appeal Board decision:

Grade Appeal Board Chairperson Signature Date: _____ Date: _____

***Resolution at any stage prior to a final decision terminates the appeal process.**

Instructions:

1. The student should carefully and completely fill in all information.
2. The student must discuss the matter with the chairperson of the faculty member's department, or if the department chairperson is the person who gave the grade, with the dean of the faculty member's college, who shall attempt to resolve the matter.
3. If there is no resolution through the department chairperson, the student shall discuss the matter with the dean of the faculty member's college, who shall attempt to resolve the matter.
4. Student must secure a statement from the faculty member's college dean that the conflict remains unsolved.
5. Signatures from faculty member, chair and dean should be obtained to demonstrate attempts at resolution. Students must provide a signature below their statement of grounds for appeal.
6. Return completed form to the Grade Appeal Board Chair, (Dr. Daniel Immel), OM 122A (immel@kutztown.edu)