

# MTSU Grade Appeal Student Form

**To the Student:** Appeals must be filed within 40 work days of the graduation date for the semester with the Provost's office. Information provided on this form may be made available to the instructor and/or department chairman named in the appeal; likewise, the student may request a copy of the Instructor/Chair form prior to the University Grade Appeal meeting by contacting the Provost's Office, Cope Administration Building, Room 111. Information provided on this form will be considered by the University Grade Appeals Committee in those cases not resolved at instructor or chair levels. **By MTSU POLICY NO.:III:00:09, "Appeals should be considered only in cases in which unethical or unprofessional actions and/or inequities are alleged."**

## Student Information

Today's Date: \_\_\_\_\_

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

Student Identification No.: M \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number, daytime: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Classification: \_\_\_\_\_ Graduation date: \_\_\_\_\_

## Course in question

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

Department and Course Title: \_\_\_\_\_

Course Number and Section Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Grade Received: \_\_\_\_\_ **Specific Grade Action Requested** \_\_\_\_\_

**Note:** Per TBR policy, for RODP courses plus/minus grading is not an option.

I discussed this complaint with the instructor involved on \_\_\_\_\_.

Date

I also discussed this complaint with the Chair of the department involved on \_\_\_\_\_.

Date

I have read MTSU POLICY NO.: III:00:09      yes \_\_\_\_\_ no \_\_\_\_\_

Please provide a written statement outlining the basis of the grade appeal including the following:

- a) Reasons you believe a grade appeal is justified (be specific);
- b) Special circumstances or considerations, if any;
- c) Course requirements completed by you (provide documentation, if possible);
- d) Complete course syllabus
- e) Other information or documentation you believe is pertinent to this case.

You may use the back side of this form or attach additional pages.

Please deliver all of the above paperwork along with this form to the Provost's Office, Cope Administration Building, Room 111.