

MTSU Grade Appeal Student Form

To the Student: Appeals must be filed to the Provost's Office within forty (40) business days of the official start of the term following the grade assignment, not including Summer terms. 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. [University Policy 313](#), provides an avenue for MTSU students to appeal a final course grade in cases in which the student alleges that unethical or unprofessional actions by the instructor and/or grading inequities improperly impacted the final grade.

Student Information

Today's Date: _____

Student Name: _____ 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: Plus/minus grading is not an option for TN eCampus courses.

I discussed this complaint with the instructor involved on

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

I have read [University Policy 313](#) 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. **Do not put paperwork in a binder, folder, etc.** Submit only what is relevant to the grade appeal (a-e) and deliver all unbound paperwork along with this form to the Provost's Office, Cope Administration Building, Room 111.