

HOW TO APPEAL A COURSE GRADE

First things first (Check boxes after completing):

- Read University Policy 313 at <http://www.mtsu.edu/policies/academic-affairs-students/313.php>
- Create a paper or electronic file to present at each level of appeal, to include
 - MTSU Student Grade Appeal Form (see below)
 - A written statement to address the following:
 - a. Specific reasons you believe a grade appeal is justified, i.e., unethical/unprofessional actions by the instructor and/or grading inequities
 - b. Special circumstances or considerations, if any
 - c. Course requirements you have completed, including documentation, if possible
 - d. Complete course syllabus
 - e. Other pertinent information

Follow [University Policy 313](#):

Level One:

- Meet with the faculty member (in person, by phone, or via Skype/FaceTime/etc.) within the first 10 working days of the Fall or Spring semester following receipt of the grade to resolve the matter. Get the decision in writing for the file.
- If there is no resolution, meet with the department chair/director within 10 working days of meeting with the faculty member. Get the decision in writing for the file.

Level Two:

- If there is no resolution, present the complete file to the Provost's Office (Cope 111) within the first 40 working days of the Fall or Spring semester following receipt of the grade. The Provost's Office schedules meetings of the Grade Appeals Committee.
- Await written notification of when the Grade Appeals Committee will consider your case. (Faculty member will also be notified.)
- Attend Committee meeting to present your appeal.

(1-10-18)

MTSU Student Grade Appeal

Today's Date _____

Student Information

Name _____ M# _____

Local Address _____

Daytime phone number _____ Email _____

Classification _____ Graduation date _____

Course in Question

Instructor _____

Department and Course Title _____

Course Number and Section Number _____

Semester _____ Grade Received _____ Grade Requested _____

Note: Plus/minus grading is not an option for TN eCampus courses.

I discussed this complaint with the instructor on the following date: _____

I discussed this complaint with the department chair on the following date: _____