

## HOW TO APPEAL A COURSE GRADE

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
  - Complete course syllabus
  - Decision documentation from instructor

Follow [University Policy 313](#):

Level One:

- Meet with the instructor (in person, by phone, or via Zoom/FaceTime/etc.) before the 11th business day of the next term 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 business days of meeting with the instructor. Get the decision in writing for the file.

Level Two:

- If there is no resolution, send the complete file to the Provost's Office (Cope 111 or [provost@mtsu.edu](mailto:provost@mtsu.edu)) within 15 business days following receipt of department chair/director's decision. The Provost's Office schedules meetings of the Grade Appeals Committee.
- Await written notification of when the Grade Appeals Committee will consider your case. (Instructor, chair, and dean will also be notified.)
- Attend Committee meeting to present your appeal.

(5-16-2022)

# MTSU Student Grade Appeal

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

## Student Information

Name \_\_\_\_\_ M# \_\_\_\_\_

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

\_\_\_\_\_

Daytime phone number \_\_\_\_\_ MTSU Email \_\_\_\_\_

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

## Course in Question

Instructor \_\_\_\_\_

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

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

Semester \_\_\_\_\_ Grade Received \_\_\_\_\_ Grade Requested \_\_\_\_\_

I discussed this complaint with the instructor on the following date: \_\_\_\_\_

I discussed this complaint with the department chair/dean on the following date: \_\_\_\_\_