

GRADE APPEAL REQUEST

POLICY: A final course grade may be appealed only when the grading criteria stated in the course syllabus and/or the Academic Catalog have not been followed. A student must be able to present clear evidence of the misapplication of published grading criteria to have a course final grade appeal considered. A change to a course final grade may be approved only by the faculty member who assigned the course final grade, a Department Chair or designee, or a committee of faculty selected by a Department Chair. Refer to the Student Handbook for detailed information.

STUDENT INSTRUCTIONS:

1. Speak with the faculty member who assigned the course final grade to attempt a resolution. If a resolution is not achieved:
 - a. Complete this form in its entirety.
 - b. Submit the form along with all supporting documentation to your home Department Chair or designee.

STUDENT NAME: _____ STUDENT ID#: _____

TCSP E-MAIL: _____ PHONE#: _____ DATE OF REQUEST _____

START TERM/SEMESTER & YEAR: _____ DEGREE LEVEL: _____ PROGRAM: _____

COURSE #: _____ SECTION: _____ COURSE TITLE: _____ INSTRUCTOR : _____

GRADE RECEIVED: _____ ASSIGNMENT: _____

Reason for Appeal – Please describe the reason(s) for this appeal. Provide factual data, details, and proof to substantiate your request.

Informal Resolution – Summarize and provide evidence of your communication with the faculty member who assigned the course final grade.

Desired Outcome – State your desired result of this appeal.

STUDENT SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

For courses taken outside of the home degree program, the home Department Chair must work with the host Department Chair to process the appeal.

I – Outcome of Appeal:

Approved If Approved, new **Course Final Grade:** _____

Denied Comment: _____

Department Chair must communicate outcome of appeal to faculty member and student:

Notification to faculty Notification to student

Department Chair Signature: _____ Date: _____

Submit this completed form to TCSPPreRegistrar@thechicagoschool.edu. The Office of the Registrar will notify the student when the grade is updated, where applicable.

II – Registrar

New Grade Recorded: (Initial & Date): _____ SAP Status: Meeting SAP Academic & FA Warning Academic & FA Probation

Check current course schedule for impact on Requisite Course: _____ Does this change affect Graduation Date? No Yes-Revised Grad Date: _____

Is this course on the student's current schedule? No Yes-if yes, adjust course schedule