

Middle Georgia State University

Student Petition: Final Grade Appeal

Before completing this form, students should review the Grade Appeal Policy located in the MGA Academic Catalog. Students who believe they have a case that meets the grounds defined in the paragraph below must follow the process as outlined in the Middle Georgia State University Academic Catalog.

Students must first discuss the appeal with the Instructor (or his/her designee) responsible for the grade assigned. This process must begin within <u>10 working days</u> after the registrar's office has posted final grades. Once the appeal process is initiated, the **burden of proof is on the student.**

Grounds for Filing a Final Grade Appeal

I Student's Section

The grade appeal procedure is not to be used to review the judgment of an instructor in assessing the quality of a student's work. Possible grounds for an appeal are items such as the following:

- **1.** An obvious error in the calculation of the grade.
- **2.** The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course.
- **3.** The assignment of a grade to a particular student on some basis other than performance in the course.
- **4.** The assignment of a grade by a substantial departure from the instructor's previously identified standards.

1. Student's Section	<u>.1</u>				
Please Print					
Name		MGA ID			
Address		City/State/Zip			
Major		MGA E-mail			
Daytime Phone		Alt. E-mail			
Term	Year	Course Name/Number	CRN		
Instructor's Name					

Please use the next page to state the reason or reasons for the grade appeal. Attach any additional documentation pertaining to your complaint. All burden of proof is on the student.

State your reason(s) for complaint:				

Student Signature

II. Instructor's Section (to be completed within 10 days of receipt)	
The instructor should review the materials submitted by the student, meet with the stude	ent, and then complete this section.
Date form received by Instructor:	
I recommend a change of original grade from to a grade of and have attached a commend a change of original grade from	ompleted grade change form.
OR	
The original grade of is sustained.	
Instructor's Comments (attach additional sheets if needed):	
Instructor's Signature Date of Meeting with Student	
Forwarded by the instructor to the department head. Student's signature Date	
III. Department Head's Section (to be completed within 10 days of receipt)
Department Heads should review the student's case for appeal as well as the instructor both the instructor and the student.	or's comments, meeting with
Date received by Department Head	
The Department Head has opted to change the original grade to , and the $\mathfrak g$ from processed.	grade change form will be
OR	
Original grade of is sustained.	
Dept. Head's Comments (attach additional sheets if needed):	

Department Head's Signature	Date of Meeting with Student
Does the student wish to continue the appeal?	Yes No
If the student decides to continue with the appeal, this forwarded by the department head to the dean.	form and materials submitted by the student and the instructor will be
Student's signature	Date
IV. Dean or Director's Section (to be compl	leted within 10 days of receipt)
meeting with the department head and instructor as	nitted by the student, the instructor, and the department head, needed and with the student.
Date received by the Dean	
The Dean has opted to change the original grade from	n to , and the grade change form will be processed.
OR Original grade of is sustained.	
Dean or Director's Comments (attach addi	tional sheets if needed)
Dean's Signature	Date of Meeting with Student
Does the student wish to continue the appeal?	Yes No
• •	form and materials submitted by the student and instructor will be
forwarded by the dean to the Office of the Provost.	,
Student's signature	Date

Date Received by the Office of the Provost **Panel Members:** Name Name Name Name Date Documentation sent to Panel Date of Meeting Panel's Recommendation to the Provost The **Panel** has opted to change the original grade from , and the grade change form will be processed. to OR Original grade of is sustained. **Provost's Recommendation** Date Received by the Provost The **Provost** has opted to change the original grade from , and the grade change form will be processed. to OR Original grade of is sustained. Provost's Comments (attach additional sheets if needed) Provost's Signature Date Notice of decision sent to student on:

Meeting request by student (meeting occurs **after** grade appeal is complete)

V. Office of the Provost Section

Meeting Date