



Revised September 2008

## THE GRADUATE SCHOOL APPEAL OF REPORTED GRADE

Graduate students who receive grades they believe do not reflect the quality of their work may appeal these grades within 120 calendar days following the academic period in which the grades were earned. The procedure for appeal is as follows:

1. The student should consult the instructor to see if an understanding can be reached. The student is entitled to an explanation as to how the grade was determined and to examine any tests, papers, or other information pertinent to the appeal.
2. If the conference is not satisfactory, the student should secure a Grade Appeal Form from the Graduate School office or online at [www.nsula.edu/graduateschool](http://www.nsula.edu/graduateschool). The student may discuss the appeal informally with the Dean if the student so desires.
3. In filing an appeal, the student should complete the Grade Appeal Form, stating the nature of the appeal, providing a detailed description of the justification, and requesting a specific action. Since the written appeal will be the basis for the ultimate decision, the student should ensure that it is clear, complete, and inclusive of all documentation the student wishes to have considered in the appeal process. It is the student's responsibility to present written evidence that the instructor made an error or acted arbitrarily or capriciously in assigning the grade.
4. The student should submit the completed appeal form to the instructor for review. If a solution is not found, the instructor should provide a written response to the student's appeal, providing documentation as to how the grade was determined. The instructor's response should include a copy of the course outline or syllabus provided to the student's class at the beginning of the semester or term.
5. After having met with the instructor and obtaining his or her written response to the appeal, the student may submit the form to the head of the department in which the course was offered (or to the dean of the college if the course was offered in the College of Business, Education, or Nursing). Following a review of the student's appeal and the instructor's response, the department head (or dean of the college) should provide his or her written opinion of the appeal along with any additional, pertinent information.
6. If the student is unsatisfied with the opinion of the department head (or dean of the college), he or she may submit the appeal to the Graduate Council for review and recommendation. The Graduate Council's report will submit a recommendation to the Dean of Graduate School, whose decision will be final. The Dean will notify the student of the decision.

## GRADE APPEAL PROCEDURE

Students are required to comply with the following grade appeal procedure:

1. **Conference with the instructor:** If a solution is not found, the instructor should provide a written response to the student's appeal, providing documentation as to how the grade was determined. The instructor should attach a copy of the course outline or syllabus.

Signature of Instructor \_\_\_\_\_ Date \_\_\_\_\_

2. **Conference with the head of the department in which the course was offered (or with dean of the college if the course was offered in the College of Business, Education or Nursing).** The department head (or dean of the college) should review the appeal and provide his or her written opinion of the appeal along with any additional, pertinent information.

Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_



**NORTHWESTERN STATE UNIVERSITY  
THE GRADUATE SCHOOL  
GRADE APPEAL FORM**

\_\_\_\_\_

(Last Name)                      (First)                      (Middle)                      (Date)                      (Social Security Number)

Listed below are colleges within the University and those departments within the colleges. Please circle the college or department in which the course was taught that is being appealed.

College of Business	College of Education	College of Liberal Arts	College of Nursing	College of Science & Tech.
		School of Creative & Performing Arts		Biological Sciences
		Journalism		Chemistry & Physics
		Language & Communication		Family & Consumer Sciences
		Psychology		Health & Human Performance
		School of Social Sciences		Industrial Technology
		Criminal Justice		Mathematics
				Military Science

Course Prefix	Number	Section Number	Hours	Instructor	Grade Received

State the nature of the appeal, providing a detailed description of the justification and requesting a specific action. The appeal must be clear, complete, and inclusive of all documentation to be considered.