Department of Sociology and Anthropology
Student Academic Grievance Form
for
Appeal of a Grade

The procedure for pursuing grievances related to grades described in the undergraduate and graduate catalogs provide that it is the obligation of the student to make a serious effort to resolve grievances concerning grades with the student’s instructor. In grievances relating to grades it is important to remember that the instructor has primary responsibility for assigning grades. Appeals of grades, therefore, will not be considered at levels above the course instructor unless the student offers evidence of discrimination, differential treatment, or procedural irregularities. A mere disagreement with the judgment made by the instructor is not a valid basis for an appeal. Appeals must be made through appropriate channels as described in the procedures.

PROCEDURES

1. Before you may appeal a grade to the Departmental Chairperson you must have attempted to resolve your complaint with the instructor who issued the grade.

2. Complete both the front and back of the Student Academic Grievance Form for Appeal of a Grade using additional sheets of paper if necessary. Return the completed form to the Departmental Chairperson.

3. If you wish, you may set up an appointment with the Departmental Chairperson, to review the grievance procedures. This is not an interview to review the details of your grievance. Your grievance will be reviewed on the basis of the paperwork that you submit, i.e., this form and any supporting materials you may submit with this form.

4. The Departmental Chairperson will review your appeal. If your appeal provides the basis for further review, the Chairperson will ask the instructor and/or the Departmental Grievance Review committee to comment on your appeal.

5. The Chairperson will inform you of his/her decision in writing. The decision will be mailed to you at the address which you enter on the Student Academic Grievance Form.

STUDENT INFORMATION
(Please type or print legibly)

Student’s Name __________________________________________ Student I.D. __________________

Street __________________________________________ Major __________________

City __________________ State ________ Zip __________ Telephone ______________

GRIEVANCE INFORMATION
(Please type or print legibly)

1. Have you attempted to resolve this dispute with your instructor? Yes ______ No _________
   (If you answered NO to the above question, please return to your instructor and try to resolve this dispute. The Chair’s Office cannot proceed until you have done this.)

2. Please provide your instructor’s name. __________________________________________

3. Please provide the Course prefix, Course number, and Section number. __________________

4. If you answered YES to question 1, what specific action did you request?

CONTINUED ON OTHER SIDE
5. What was the outcome of the above request?

6. State specifically the grade(s) you are appealing and the action you want taken.

6. Explain the basis for your appeal citing factors other than disagreement with a judgment of the instructor.