UNDERGRADUATE CANDIDATE APPEAL FORM

(Appeals procedures are printed on the reverse side. Incomplete appeals will not be accepted.)

Candidate Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>I.D. #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City, State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day Time Phone</th>
<th>Evening Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Anticipated date of graduation _______________________________________

Nature of Appeal

☐ Reinstatement

☐ Grade Change

☐ Course Withdrawal

☐ Other ______________________________

Course

<table>
<thead>
<tr>
<th>Course Number/Section</th>
<th>Semester</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Written Statement
Submit a TYPED explanation outlining the reason for this appeal, providing any information that might be helpful in reviewing your appeal.

Candidate Signature: __________________________ Date: __________________

Required Signatures

**Candidate: The following faculty signatures are required BEFORE grade appeals can be considered.**

**Faculty: Your signature indicates ONLY that you will be available to provide information to the Committee on Course & Standing, not that you are in support of the candidate’s appeal.**

Professor: __________________________ Date: ____________

Program Head: ________________________ Date: ____________

Dept. Chair: _________________________ Date: ____________
General Procedures for Candidate-Initiated Appeals

1. Candidate begins by discussing the grade/s with the instructor as soon as possible after the grade is issued. If the candidate is unable to access the instructor, the Program Director should be contacted first to locate the instructor on the candidate’s behalf. In the event where the Program Director cannot facilitate communication between the instructor and the candidate, the candidate should speak with the Chair.

2. If, after discussing the grade or other academic judgments with the instructor, a candidate wishes to pursue an appeal, s/he must discuss it with the Program Director under which the course was offered. In the event the Program Director cannot be reached, the candidate must contact the Dept. Chair under which the course was offered.

3. If you wish to move forward with the appeal, upon meeting with the Dept. Chair provide a writing exposition of the steps that you have taken to date to try to resolve the grade appeal.

4. The candidate may pursue the appeal further to the Committee on Course & Standing, which has final jurisdiction. Candidates should discuss the decision to appeal to CC&S with Ms. Stacia Pusey, the Director of Admissions & Services, before submitting a formal appeal.

A formal appeal to the Committee on Course and Standing must include the following:
   a. A completed appeal form
   b. A written exposition that includes the issue being appealed, the desired anticipated outcome, and an explanation concerning his/her position and any matters relative to the issue at hand. If reinstatement, explain what steps have been taken to improve your academic standing
   c. All relevant documentation that supports the appeal (ex police records, hospitalization records, travel documents)
   d. All necessary signatures (instructor, program director, and chair)
   e. Copies of all materials to keep for your files.
   f. Submit the original appeal materials through the Director of Admissions & Student Services, R 3/223A, ATTN: Ms. Stacia Pusey, CC&S.

A decision made by the committee is final. Additionally, appeals are approved, denied or re-directed by the committee. If so desired, a request for information regarding the rationale of a decision must be submitted in writing to the committee.

The Committee Course & Standing reviews appeals only after all stated steps have been exhausted. The Committee considers appeals in writing, and neither the candidate nor the instructor appears in person. The candidate appeal should be in the form of a detailed letter accompanied by any supporting evidence the candidate wishes to submit, including copies of his or her papers or letters from other candidates or instructors.

NOTE

Course work for temporary grades (i.e. INC) must be completed no later than ten weeks into the next semester following the award of the temporary grade (i.e. a candidate who receives an INC for a course ending in May must complete the work by mid-November of the same year). It is the responsibility of the candidate to request an INC which may be granted at the discretion of the instructor. **No grade may be changed after a candidate has graduated!**