

# Grade Appeal Form

Questions about this form?  
Please call (701) 231-7981 (Registration & Records)

The Grade Appeals Board purpose and membership are established in Part XI of the University Senate Bylaws. (<http://www.ndsu.edu/facultysenate/constitution/>). The Grade Appeals Board Policy and Procedures and the prerequisites for appeal are written in the NDSU Policy Manual, [Section 337: Grade Appeals Board](https://www.ndsu.edu/fileadmin/policy/337.pdf) (<https://www.ndsu.edu/fileadmin/policy/337.pdf>).

The Grade Appeals Board may be utilized only after the student has exhausted all possible appeal routes within the college offering the course involved. Any student pursuing a grade appeal must follow the process as outlined in this form.

## Grade Appeal Process:

**Step 1)** The student must read and understand the policy and compose and attach a letter or memo stating the exact nature of the appeal and the reason(s) for the appeal. **The student must initiate the appeal with the instructor within 15 instructional days of the semester immediately following the semester the grade was awarded.**

The instructor must initial and date this form at the time of receipt from the student.

Instructor's initials \_\_\_\_\_ Date \_\_\_\_\_

**Step 2) Within 5 instructional days**, the instructor shall inform the student of his/her decision, record the decision on the this form, and sign and date. The instructor also must attach a memo or letter describing the basis for the decision.

Instructor's Decision: **(circle one)**      Grant the Appeal      Deny the Appeal  
Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 3)** If there is an unsatisfactory decision at Step 2, the student may consult with the department chair/head. **The student has 5 instructional days following an unsatisfactory decision at Step 2** to continue with the appeal.

Chair/Head Decision: **(circle one)**      Grant the Appeal      Deny the Appeal  
Chair/Head Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 4)** If there is an unsatisfactory decision in Step 3, the student may consult with the appropriate dean or college committee. **The student has 5 instructional days following an unsatisfactory decision at Step 3** to continue with the appeal.

Dean Decision: **(circle one)**      Grant the Appeal      Deny the Appeal  
Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 5)** If there is an unsatisfactory decision in Step 4, the student may submit a formal appeal (see below) to the Grade Appeals Board Chair. Such an **appeal must be made within fifteen (15) instructional days after conclusion of the college proceedings.**

**Grade Appeal Information:**

| Course Subject/Prefix | Course Catalog Number | Title | Semester/Year | Instructor |
|-----------------------|-----------------------|-------|---------------|------------|
|                       |                       |       |               |            |

**Student Information:**

Full Name \_\_\_\_\_ ID \_\_\_\_\_

Home Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

***I acknowledge that I have read and understand the NDSU Grade Appeals Board Policy and Procedures ([Section 337: Grade Appeals Board](https://www.ndsu.edu/fileadmin/policy/337.pdf), <https://www.ndsu.edu/fileadmin/policy/337.pdf>). I have exhausted all administrative appeal channels within the college, and am forwarding this appeal to the Grade Appeals Board, along with any documentation to support my appeal.***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Grade Appeal Board Decision: (circle one)    Grant the Appeal                  Deny the Appeal**

Board Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

The Board Chair will send a written notice of the Board's findings to the student, instructor, department head, and dean within ten (10) instructional days of the hearing. If the Board votes to change the student's grade, notice shall be sent to the University Registrar with an explanation of the Board's decision.

**Submit this form to Registration and Records, 110 Ceres Hall, or Fax to 701-231-8959. This form, along with supporting documentation, will be logged and forwarded to the current Chair of Grade Appeals Board.**