

*The Grade Appeals Board purpose and membership are established in the Faculty Senate Bylaws. The Grade Appeals Board Policy and the prerequisites for appeal can be found in NDSU Policy 337: Grade Appeals Board.*

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

1. The student should review Policy 337. The student must initiate the appeal with the instructor within fifteen (15) business days of the date that final grades are posted by the University for that term.

Student Name: \_\_\_\_\_

ID: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**COURSE INFORMATION**

Course Subject/Prefix: \_\_\_\_\_ Catalog Number: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Title of Course: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

2. Within 5 business days, the instructor shall inform the student via NDSU email, of his/her decision, record the decision below, and return the form to the student. The instructor may attach a statement regarding the decision.

**Instructor Decision:**      ☐ Grant the Appeal      ☐ Deny the Appeal      ☐ Statement Attached

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Chair/Head Decision:**      ☐ Grant the Appeal      ☐ Deny the Appeal      ☐ Statement Attached

Chair/Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 business days following an unsatisfactory decision at Step 3 to continue with the appeal.

**Dean Decision:**      ☐ Grant the Appeal      ☐ Deny the Appeal      ☐ Statement Attached

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. If there is an unsatisfactory decision in Step 4, the student may submit a formal appeal to the Grade Appeals Board Chair via email to [ndsuvprovost@ndsuv.edu](mailto:ndsuvprovost@ndsuv.edu). Such an appeal must be made within fifteen (15) business days after conclusion of the college proceedings.

**STUDENT ACKNOWLEDGEMENT:**

I have reviewed NDSU Policy 337: Grade Appeals Board, 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: \_\_\_\_\_

The Board Chair will send a written notice of the Board's findings to the student, instructor, department head, and dean within ten (10) business days of their review. 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.

**Grade Appeals Board Decision:**      ☐ Grant the Appeal

☐ Deny the Appeal

Board Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_