



**Application for Student Grade Appeal
General Information (Part 1 of 3)**

Name of Student _____

Student # _____ **Major:** _____

Address: (Local) _____
Street Address City State Zip Code

(Permanent) _____
Street Address City State Zip Code

(E-mail) _____

Phone #: (Local or Cell) _____ **(Permanent)** _____

Class Rank:

Freshman [] Sophomore [] Junior [] Senior [] Graduate Student []
Other []

Nature of Appeal (please check appropriate box or boxes):

Capricious/Arbitrary grading []

Discriminatory grading []

Unacceptable Academic Learning Condition []

Course from Which Dispute Arises:

Course Prefix and Number: _____ (include your section number)

Course Title: _____

Instructor: _____

Term and Year: _____

Grade Received: _____

Application for Student Grade Appeal Resolution Attempt (Part 2 of 3)

I. First Phase of Seeking a Resolution

Attempts to resolve the grade grievance, with the instructor, must occur by the established deadline¹ and according to the department's grievance procedures.

Fall grade disputes

¹Biology, Chemistry, Math, Physics courses – No later than **January 15th** or next business day

¹CIS courses – No later than three (3) days after grades are available for student view in accordance with the University Registrar's calendar (visit www.famu.edu for more information)

Spring and summer grade disputes

¹Biology, Chemistry, Math, Physics courses – No later than **August 30th** or next business day

¹CIS courses – No later than three (3) days after grades are available for student view in accordance with the University Registrar's calendar (visit www.famu.edu for more information)

1. Have you met with your instructor to resolve the grievance? Yes No
 - a. If no, you must meet with your instructor, no later than the established deadline¹ before you can submit this grievance to the department chairperson or the College of Science and Technology Grievance Committee.
2. When did you meet with your instructor to resolve the grievance?
 - a. Date(s) of Meeting(s):

 - b. Please provide documentation of your attempt at a resolution.

Student's Signature

Date

Instructor's Signature

Date

II. Second Phase of Seeking Resolution

Attempts to resolve the grade grievance, with the department, must occur no later than the established deadline², which is after your attempt to resolve the grievance with your instructor, and according to the department's grievance procedures.

Fall grade disputes

²Biology, Chemistry, Math courses – No later than **February 15th** or next business day

²CIS courses – No later than five (5) days after meeting with the instructor. Student must submit an Academic Complaint Process (ACP) form to the CIS chairperson.

²Physics courses – student must submit grievance to Physics Grievance Committee no more than 30 days of receiving no resolution from the Department Chairperson

Spring grade disputes

²Biology, Chemistry, Math courses – No later than **September 30th** or next business day

²CIS courses – No later than five (5) days after meeting with the instructor. Student must submit an Academic Complaint Process (ACP) form to the CIS chairperson.

²Physics courses – students must submit grievance to the Physics Grievance Committee by **August 30th** of receiving no resolution from the Department Chairperson

1. Have you met with your department chairperson to resolve the grievance? Yes No
 - a. If no, you must meet with your department chairperson, by the established deadline² before you can submit this grievance to the College of Science and Technology Grievance Committee. If your instructor is your department chairperson, then submit your grievance to the Associate Dean of the College of Science and Technology.
2. If yes, please provide documentation of your attempt at a resolution with your department chairperson.

Student's Signature

Date

Department Chairperson's Signature (signature required for review)

Date



**Application for Student Grade Appeal
Personal Statement (Part 3 of 3)**

Please briefly and succinctly state the facts of the dispute (attach additional sheets, if necessary, as well as all necessary and appropriate supporting documentation):

I certify that: (1) I have read and understand the “Appeal Procedures” of the College of Science and Technology Grievance Committee; (2) I have attempted to resolve this dispute by communicating with the course instructor or else through appeal to the chair of the department that offered the course; (3) those attempts failed to resolve the dispute to my satisfaction; (4) I do not undertake this appeal for frivolous reasons; and (5) the information that I have given on this form is correct and truthful to the best of my knowledge.

Student’s Signature

Date