

## **GRADE APPEAL INSTRUCTIONS**

Before a formal grievance can be filed with the Academic Appeals Board, the student must seek resolution first with the instructor; if not resolved at this level, discussion must take place with the department chair. If not resolved at this level, a final discussion with the collegiate dean. **Signature and date required at each level on the grade appeal form.**

### **DEADLINES:**

- A grievance by the student must be initiated with the instructor within the first twenty (20) days of the semester immediately following the term during which the incident or grievance is alleged to have occurred, exclusive of summer session.
- Discussions with the appropriate chair and dean must take place within ten (10) days of the initial discussion with the instructor.
- Once all means of informal resolution on the collegiate level have been exhausted, the student should present a completed grade appeal form with supporting documentation including the course syllabus, to the Registrar within fifteen (15) days of the initial discussion with the instructor.
- The Board will convene the committee within twenty (20) days of the receipt of the grade appeal form.

### **Can a student bring representation to the hearing?**

- The student may elect to choose a university advisor(s) for the purposes of collecting data and/or presenting that individual's position to the board. The student can be accompanied by their university advisor(s) during the appeal.

### **How soon will a final decision be made?**

- The committee recommendation will be forwarded to the Provost for the final decision within ten (10) days of the hearing.

For the detailed policy see the Registration and Academic Records chapter of the *University Bulletin* found on the Office of the Registrar website: [www.murraystate.edu/registrar](http://www.murraystate.edu/registrar)

### **Submit completed form and supporting documentation, including the course syllabus to:**

Office of the Registrar  
113 Sparks Hall  
Murray, KY 42071-3312

Questions concerning the grade appeal form should be directed to Kristina Jackson, Associate Registrar, [kjackson@murraystate.edu](mailto:kjackson@murraystate.edu), 270/809-3762.

NOTE: Grade Appeal Forms submitted without supporting documentation will not be reviewed by the Academic Appeal Board.

**GRADE APPEAL FORM**

STUDENT NAME: \_\_\_\_\_ M# \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
SEMESTER and YEAR COURSE TAKEN: FALL \_\_\_\_\_; WINTER \_\_\_\_\_; SPRING \_\_\_\_\_; SUMMER \_\_\_\_\_  
COURSE SUBJECT and SECTION: \_\_\_\_\_  
INSTRUCTOR: \_\_\_\_\_ LAB INSTRUCTOR (if appropriate): \_\_\_\_\_

Consultation with Instructor:  
Date: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_  
Consultation with Department Chair:  
Date: \_\_\_\_\_ Department Chair Signature: \_\_\_\_\_  
Consultation with Collegiate Dean:  
Date: \_\_\_\_\_ Collegiate Dean Signature: \_\_\_\_\_

NATURE of GRIEVANCE (use additional paper if necessary): \_\_\_\_\_  
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**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Return completed form and documentation, including course syllabus to: Office of the Registrar, Murray State University, 113 Sparks Hall, Murray, KY 42071-3312 or fax to: 270.809.3777, or scan and email to [msu.registration@murraystate.edu](mailto:msu.registration@murraystate.edu).

**Do Not Write Below this Line**

ACTION TAKEN: \_\_\_\_\_  
DATE: \_\_\_\_\_