

Grade Appeal of Final Course Grade Form

☐ Please check this box if your grade appeal was affected due to medical reasons, and you would like to discuss those reasons with the Title IX Coordinator. You are not required to disclose any confidential and private medical information on this form.

Student Name:	
Student ID Number:	
Student Email Address:	
Course Name:	
Course Number, Section, & TERM/Semester:	
Instructor Name:	
Grade Received:	

A student with a question or complaint about a final course grade should first attempt to address the issue with the instructor through an informal grade appeal immediately following the posting of final grades per the Academic Calendar. All communication should be done via Post University email addresses with both parties retaining copies of that communication.

The formal grade appeal process involves a student taking the below steps. At each step in the process, a copy of the documentation, including the course syllabus and other relevant materials, should be forwarded to the Office of the Assistant Provost for tracking purposes by each party taking action or responding starting with the student. The Office of the Assistant Provost will forward a copy of the documents to the appropriate Dean or Chair for their information. If the appeal results in a change of grade, the instructor, Program Chair, Dean, or person responsible for the specific step in the appeal process will complete the Change of Grade form and forward it to the Registrar to complete the grade change and the Office of the Assistant Provost for tracking purposes. The grade appeal process is as follows:

- Step 1 of the Grade Appeal-Student describes the specific reason for the appeal and provides supporting documentation.
- Step 2 of the Grade Appeal-Instructor reviews the information from the student and makes a decision.
- Step 3 of the Grade Appeal-If the appeal is not resolved, student appeals the decision to the Program Chair.
- Step 4 of the Grade Appeal-The Program Chair reviews the information from the student and makes a decision.

*adapted to August 2018 policy

- Step 5 of the Grade Appeal-If the appeal is not resolved, the student appeals the decision to the Dean of the course and the Dean makes the final decision.

The first step in the process should be completed within seven (7) business days from the date the semester and/or TERM final grades are due, as indicated on the Academic Calendar. Each step in the process should be completed within seven (7) business days either with a grade change completed by the responsible party or an explanation of the decision of the appeal. All communication with supporting documentation should be completed in writing from the student's and responsible parties' Post email addresses.

Please note each step in the below process should be completed within 7 business days.

Step 1 of Appeal Policy:

Step 1 of Appeal: If the issue is not resolved via an Informal Grade Appeal, then the student can formally appeal the final course grade by notifying the instructor of the question/grievance in writing using the "Student Grade Appeal" form. Supporting documentation must be included at this time.

Date of Action by Student:	
Supporting Documentation explaining reason for appeal (copy and paste):	
Specific information from the syllabus addressing the issue:	

Step 2 of Appeal:

Step 2 of Appeal: The Instructor must respond to the student in writing, via Post University email address. The instructor's response must directly address all claims made by the student.

Date of Action by Instructor:	
Decision by Instructor:	

Step 3 of Appeal:

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Step 3 of Appeal: If the matter is still not resolved, then the student should appeal in writing, via Post University email address, to the Office of the Assistant Provost. The Assistant Provost will forward the appeal to the appropriate Program Chair or Dean. All supporting documentation, including any forms, etc., should be included. The Program Chair's response must directly address all claims made by the student. The Program Chair may also refer any medical issues to the Title IX and Disability Coordinator if absolutely required.

Date of Action by Student:	
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Step 4 of Appeal:

Date of Action by PC:	
Decision by PC:	

Step 5 of Appeal:

Step 5 of Appeal: If the student is still not satisfied, he/she should appeal in writing to the Office of the Assistant Provost, who will forward all materials accumulated during the appeal process to the appropriate Dean. The Dean should respond in writing, via Post University email address, to the student with his/her final decision.

Date of Action by Student:	
Decision by Dean:	

All grade change forms must be forward to the University Registrar and the Office of the Assistant Provost.

THE DECISION OF THE DEAN IS FINAL.

*adapted to August 2018 policy