

North Carolina A&T State University
College of Agriculture and Environmental Sciences
STUDENT REQUEST FORM FOR GRADE APPEAL

(Name)

(Student Banner ID #)

(Telephone)

(Email)

(Course – e.g. FCS ###)

(Instructor)

(Semester/year course taken)

Instructions: Please follow the directions for each of the items listed below. Failure to do so will affect the decision of the committee to consider your grade appeal.

I. I wish to appeal my grade based on the following rationale(s) listed below (please “√” all responses that apply)

- Miscalculation of final grade
- Deviation from grading policies as outlined in course syllabus
- No reasonable explanation of how students work was evaluated

Other reason(s)

- II.** Based upon your response(s) checked in Item I, please provide a *clear* and *concise* explanation for your appeal. You should include any relevant evidence that will provide additional support to your appeal. ***This attachment should be labeled as Appendix 1.***
- III.** Include a copy of the course syllabus, as provided to you by the instructor. ***This attachment should be labeled as Appendix 2.***
- IV.** Please provide copies of all **graded** work submitted to the instructor throughout the semester, which corresponds with the course syllabus. This should also include any additional comments either written on the assignment itself, or other documentation (e.g. emails) provided to you by the instructor regarding the evaluation of your assignment. ***This attachment should be labeled as Appendix 3.***
- V. Consent to Disclosure of Educational Records:**

In order to accurately process your request, University officials may need to share information from your educational records, including information you provide in connection with this request, with individuals outside the University (e.g., health professionals, other schools you have attended, etc.). The Federal Educational Rights & Privacy Act prohibits the disclosure of information from your educational records to persons outside the University unless you give written consent. While your request will be considered even if you do not give consent to disclosure, failure to give that consent may affect University officials to accurately assess your request for your grade appeal.

(Please “√” your response, below)

I do give consent to disclose information from my educational records as necessary for the consideration of my request.

I do not give consent to disclose information from my educational records as necessary for the consideration of my request.

Student's Signature:

Date:

Appeal Actions

Denied

Accepted

Instructor's Signature:

Date:

Denied

Accepted

Chairperson's Signature:

Date:

Denied

Accepted

Dean of CAES's Signature:

Date:
