

GRADE GRIEVANCE AND APPEAL FORM

Name:		Tulane ID:
Email:		
Course CRN, No. and Section No.:	Professor/Instructor:	
Course Name:		
Semester & Year Taken:	Grade Received:	Grade Requested:

First Step - You must contact the instructor and try to resolve the situation prior to submitting a formal grade appeal.

The student must first contact the instructor of record to discuss the grade and determine whether a change in grade will be made. The instructor has the right to ask the student for additional materials, as needed, to make a decision on the appeal. If the instructor denies the appeal, the student can then move to the next step of the appeals process.

_____ (initial) I have attempted an informal resolution to resolve my grade with my course instructor.

Date of Communication: _____ (please attach communication)

****Instructors have the right to judge the quality of academic work for their courses as they see fit. Consequently, the Associate Dean for Student Affairs will not consider any appeal that is made on the basis of a disagreement with an instructor over the content of an exam answer, paper, or other assignment.**

Step Two - You must decide if you are appealing a grade on an assignment or your overall grade for the course.

_____ I am requesting a review of the assignment grade (name of assignment, original due date):

OR

_____ I am requesting a review of the total course grade.

Appeals are only considered by the Associate Dean when they meet one or more of the



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following criteria. Please indicate which of the following criteria are being used as the basis of the appeal. (check all that apply)

- Instructor violated the terms of the syllabus.
- Instructor made an error in calculating or recording a grade.
- Instructor violated a university policy when he/she gave assignments, administered exams, or assigned grades.
- Instructor applied an inconsistent grading standard across students.
- Instructor did not allow the student to complete assignments or exams missed before the student added the course.
- Instructor violated a written agreement with the student.

The following supporting documentation is required (unless otherwise noted):

- Explanation of what occurred and how the criteria checked above applies to the situation
- Correspondence between you and the instructor
- Course syllabus
- Timeline of events relevant to the appeal
- Assignment or exam in question (if applicable)
- Copy of university regulation (if applicable)
- Any other documentation supporting the appeal

Desired Outcome:

I declare that the information on this form and all supporting documentation is true, correct, and complete to the best of my knowledge and belief.

I also understand that purposeful misrepresentation of my situation constitutes scholastic dishonesty and may make me subject to disciplinary action through the Office of the Associate Dean of Academic Affairs.

Student Signature

Date

Resolution: The Academic Affairs Review Committee has met and reached the following determination:

Associate Dean of Academic Affairs Signature

Date