

APPENDIX I

GRADE APPEAL FORM

A student who feels that the grade he/she received in a class is unfair may appeal the grade by following the Academic Affairs chain of command. The petitioner must follow the process outlined by this form.

Step one: The student must compose a letter indicating the exact nature of the appeal.

I have read and understand the policy and have attached to this form a copy of my written appeal:

(Student's Signature) _____

Step two: The instructor must read the appeal, meet with the student, and grant or deny the student's request.

Instructor's decision and signature: Circle one)

Grant the appeal Deny the appeal

Signature: (Instructor) _____ Date: _____

Step three: The Department Chair must hear the appeal and attempt to resolve the problem and then if no resolution is reached forward the appeal to the Dean.

I have exhausted administrative solutions at this level and am forwarding the student's appeal to the Dean.

Signature: (Department Chair) _____ Date: _____

Step four: The Dean must hear the appeal and attempt to resolve the problem and then if no solution is reached forward the appeal to the Vice President for Academic Affairs.

I have exhausted administrative solutions at this level and am forwarding the student's appeal to the VPAA.

Signature: (Dean) _____ Date: _____

Step five: The VPAA will review the petition and make a final decision.

Signature: (VPAA) _____ Date: _____

Adapted from University of West Georgia 11/09

APPENDIX II

DISRUPTIVE BEHAVIOR REPORT

Date of Incident: _____ Time: _____

Student's Name: _____ Class: _____

Incident:

Reported to: _____ Date: _____

Dean of Students: _____ Date: _____

Dean of College: _____ Date: _____