



**DEPARTMENT OF
History & Philosophy
STUDENT GRADE APPEAL FORM**

Student Information:

Name: _____

Phone Number: _____

Date Submitted: _____

KSU ID#: _____

KSU NetID: _____

Appeal Policy:

A grade appeal must be filed with the Chair of the Department of History & Philosophy within 20 business days after the first day of classes of the academic year that follows the term in which the grade was given.

Students may appeal a final grade they receive in a course based on an allegation that the faculty member has violated their stated grading policy and/or the grade was a result of discrimination or retaliation. Interim grades or grades on specific assignments cannot be appealed.

The appeal must be in writing and describe the precise basis for the appeal, including any pertinent information and/or documentation.

Appeal Procedure:

- 1) Before pursuing the appeal process, every reasonable effort should be made to constructively resolve issues with the faculty member teaching the course.
- 2) If a satisfactory resolution is not reached after discussion with the faculty member in question, the student should complete this form and submit it to the Department Chair of History & Philosophy to attempt to resolve the complaint.
- 3) The form must be completed in its entirety and signed. Upon completion, submit the form to the Department of History & Philosophy or email it to the Department Chair. Your information will be disclosed to the faculty member in question in order to investigate your appeal. A decision will be made based on the evidence presented.
- 4) If these efforts are unsuccessful, the appeal process may be elevated to the Office of the Dean in the College of Humanities and Social Sciences.

For further information, consult the grading policies outlined in the Academic Policies of the KSU Student Catalog: <http://catalog.kennesaw.edu/content.php?catoid=34&navoid=2678>

Appeal Information: ,

I have read and understand the appeal policy and procedures:

Yes No

I have discussed this matter with the professor involved:

Yes No

If you answered "no" above, please explain.

Please describe the precise basis for the appeal. Any pertinent information and/or documentation must be submitted in order to be considered in this or subsequent appeals.

Student Signature: _____

Date: _____