

## CHSS Course Grade Appeal/Grievance Form

Students who believe they have a case that meets the grounds for grade appeal listed in the Catalog must follow this process:  
<http://catalog.kennesaw.edu/content.php?catoid=34&navoid=2678#gradeappeals>

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Student's Name:

KSU ID#

Mailing Address (street, city zip):

KSU Email

**All email correspondence will be sent to KSU email.**

Main Phone #

Other Phone #

Per the instructions outlined in the catalog:

Are you appealing an official  
final grade for a course?

Y

N

Did you meet with the professor?      Y      N

Date of Meeting:

Professor's Name:

Semester:

Course Title:

CRN:

Section:

What was the outcome of your meeting?

(If you did not meet with the professor, please explain why.)

Did you meet with the Department Chair?      Y      N

Date of Meeting:

What was the outcome of your meeting?

(If you did not meet with the Department Chair, please explain why.)

State below the chief reason(s) for the grade appeal/grievance. **Attach Syllabus** and any necessary additional documentation.

**Submit your paperwork to the CHSS Dean's Office, SO 5010.**

If you have additional questions, please contact the Dean's Office:

(470) 578-6124 | [chssdean@kennesaw.edu](mailto:chssdean@kennesaw.edu)

*Office Use Only*

DATE SUBMITTED: \_\_\_\_\_

SYLLABUS ATTACHED: \_\_\_\_\_