



MARIEB COLLEGE OF HEALTH & HUMAN SERVICES APPEAL FOR GRADE CHANGE

Students must review the grade appeal process at www.fgcu.edu/studentguidebook/grade-appeals.html

Student grade appeals apply only to the following:

1. Grades or other academic action taken by an instructor
2. Grades resulting from an instructor's (check one of the three below to indicate the type of appeal you are filing):
 - a. Alleged deviation from established and announced grading policy
 - b. Alleged errors in application of grading procedures
 - c. Alleged lowering of grades for non-academic reasons

NOTE: The professional judgment exercised by an instructor in assigning a grade or in conducting a class are excluded from the provisions of this rule except as noted in (1), (2) a, b, and c above.

To be completed by student: (Form alone will not be considered)

Complete student information below and submit the following with the form:

1. Letter stating special circumstances for grade change.
2. Letter from Department Chair or School Director indicating that the grade appeal at the informal resolution level was denied.
3. Supporting documentation (e.g., Email, letters of documentation from instructor, etc.)

CRN _____ Course Number/Name _____ Semester/Year (e.g., Fall 2014) _____

University ID Number _____ Student Name _____

Street Address _____

City _____ State _____ Zip _____

Cell Phone _____ Home Phone _____ FGCU Email Address _____

Student's Signature _____ Date _____

To be completed by professor:

Approve Deny _____
Professor's Signature _____ Date _____

Comments (or attach statement): _____

Approve Deny _____
Department Chair's Signature _____ Date _____

Approve Deny _____
Student Affairs Committee Chair's Signature _____ Date _____

Approve Deny _____
Dean's Signature _____ Date _____

Sent to Registrar: _____
Date

Entered into Banner: _____
Date

Grade Appeal Checklist
Marieb College of Health & Human Services
Florida Gulf Coast University

Student grade appeals filed during the summer term may be delayed due to faculty and/or student committee member availability.

DATE COMPLETED	INFORMAL RESOLUTION ACTION
	Student meets with course instructor
	Student notifies Department Chair/School Director of complaint
	Department Chair / School Director meets with student (within 10 days of complaint)
	Department Chair / School Director sends written letter to student of meeting's outcome within 5 business days.
DATE COMPLETED	FORMAL RESOLUTION ACTION
	Student submits to Associate Dean a completed Appeal for Grade Change Form which includes: <ul style="list-style-type: none"> • Action which student perceives as wrong • Letter from Department Chair / School Director of informal resolution outcome • Signature of course instructor
	Associate Dean notifies Chair of MCHHS Student Affairs Committee
	Student receives all grade appeal materials 5 school days prior to hearing
	Instructor and all members of the grade appeal committee receive all grade appeal materials 5 school days prior to hearing
	Grade appeal committee meets with student & instructor within 15 school days of complaint.
	Grade Appeal committee submits recommendation to Associate Dean (or Dean) – Chair signs below
	Associate Dean (or Dean) notifies student in writing of the decision within 10 school days of hearing – Associate Dean signs below
DATE COMPLETED	FINAL APPEAL
	Student files final appeal to Provost within 10 school days of receipt of MCHHS letter
	Provost renders a decision in writing within 10 school days of student's request

Print Names & Signatures:

Appeal Committee Chair (print)

Signature

Date

Associate Dean (print)

Signature

Date