

## Appeal of Final Course Grade

Please see **Final Course Grade Appeal Policy and Procedure** for explanation of the steps in the process of a final course grade appeal and deadlines. A student may NOT formally appeal a final course grade until he/she has had an informal consultation with the instructor concerning the final course grade within the designated time period.

### **APPEAL TO INSTRUCTOR:**

Date Appeal Submitted by Student: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Course Term: \_\_\_\_\_

Reasons for Appeal: (attach additional information if necessary)

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DATE INSTRUCTOR RECEIVED: \_\_\_\_\_

Instructor's Response to Student's Appeal: (Please attached additional information if needed)

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DATE STUDENT NOTIFIED OF DECISION: \_\_\_\_\_

Indicate method used for student notification:

☐ email (provide copy)

☐ in person (student must sign acknowledging receipt of response)

Acknowledgement of Receipt of Decision by Student:

Student's Name:

Student signature or email receipt (provide copy):

Date:

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### **APPEAL TO DEPARTMENT CHAIR:**

Date Appeal Submitted by Student: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Course Term: \_\_\_\_\_

Date Appeal Received by the Chair : \_\_\_\_\_

**Reasons for Appeal:** See front page of form; ***no new information may be presented by student per policy.***

Chair Response: Please attach written Memorandum of decision and reasons.

DATE STUDENT NOTIFIED OF DECISION: \_\_\_\_\_

Indicate method used for student and Faculty notification:

☐ email (provide copy)

☐ in person (student must sign acknowledging receipt of response)

Acknowledgement of Receipt of Decision by Student:

Student's Name:

Student signature or email receipt (provide copy):

Date:

## **APPEAL TO VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT AFFAIRS (VPASA):**

Date Appeal Submitted by Student: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Course Term: \_\_\_\_\_

Date Appeal Received by VPASA: \_\_\_\_\_

**Reasons for Appeal:** See front page of form; ***no new information may be presented by student per policy. NOTE: Vice President may appoint a review committee to advise him regarding the appeal.***

**VPASA Appeals Response:** Please attach written Memorandum of decision and reasons.

DATE STUDENT NOTIFIED OF DECISION: \_\_\_\_\_

Indicate method used for student, faculty, and AVPA notification:

☐ email (provide copy)

☐ in person (student must sign acknowledging receipt of response)

Acknowledgement of Receipt of Decision by Student:

Student's Name: \_\_\_\_\_

Student signature or email receipt (provide copy): \_\_\_\_\_

Date: \_\_\_\_\_

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## **APPEAL TO THE PRESIDENT**

Date Appeal Submitted by Student: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Course Term: \_\_\_\_\_

Student must submit a formal letter requesting an appeal to the President. (E-mail requests will not be accepted) The appeal must contain:

- The Letter requesting an appeal with reasons for appeal; and
- The entire record of appeals, including this completed form, all responses and supporting documents submitted at each stage of the appeal.

Date Appeal Received by President: \_\_\_\_\_

DATE STUDENT NOTIFIED OF DECISION: \_\_\_\_\_

Indicate method used for student, faculty, AVPA, and VPASA notification:

☐ email (provide copy)

☐ in person (student must sign acknowledging receipt of response)

Acknowledgement of Receipt of Decision by Student:

Student's Name: \_\_\_\_\_

Student signature or email receipt (provide copy): \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: The student may apply for discretionary review of the President's decision to the Board of Regents as provided in the *Policy Manual of the Board of Regents* at [www.usg.edu](http://www.usg.edu)

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