



FINAL GRADE APPEAL FORM

Student Success Center | advising@sussex.edu

Educational institutions are responsible for evaluating students by a grading system that is publicized to professors and students. While each student is responsible for demonstrating his/her learning that resulted in his/her final grade, the course professor is responsible for issuing each student's final course grade. A student who feels that the final grade he/she received in the course is unfair is entitled to appeal his/her final grade. Students are responsible for acting within the procedural time line. Any student pursuing a grade appeal must follow the procedure outlined below. Grade appeals not following this procedure will not be eligible for review.

STUDENT RESPONSIBILITY: The student must complete the **Final Grade Appeal Form** with a statement explaining the exact nature of the appeal within two weeks (10 business days) of the end of the semester.

See the Academic Calendar located at <https://sussex.edu/academiccalendar>. The student must submit all supporting materials to the professor electronically, which includes a copy of the course syllabus and any documents needed to support the appeal. Additional documents can be requested anytime during this process.

GRADE APPEAL QUICK CHART: Designed as a quick reference and **NOT** to take the place of the detailed information below. Please read everything carefully.

| | Grade Appeal Steps for a Course Taught by an Adjunct Professor | Grade Appeal Steps for a Course Taught by a Full-time Professor |
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| Appeal Step One Complete Instructions Below | The professor of the course evaluates the request by the student. The professor must respond within 5 working days. If the request is denied, student moves to Appeal Step Two. | The professor of the course evaluates the request by the student. The professor must respond within 5 working days. If the request is denied, student moves to Appeal Step Two. |
| Appeal Step Two Complete Instructions Below | The: Lead Faculty OR Program Coordinator OR Program Supervisor OR Department Chair Evaluates the request by the student. Only ONE of the above individuals reviews the appeal, as dictated by the course and the place in the Academic Affairs structure. If the request is denied at this level, student moves to Appeal Step Three. | The appropriate Division Dean evaluates the request by the student. If the request is denied at this level, the student moves to Appeal Step Three. |
| Appeal Step Three Complete Instructions Below | The appeal is evaluated by the appropriate Academic Dean, whose decision is final. | If the decision at Appeal Step Two was rendered by a Division Dean was denied, the appeal moves to the Associate Vice President of Academic Affairs (AVPAA), whose decision is final. * * If the AVPAA, acting as Dean in Appeal Step Two, has already denied the appeal, the request moves instead directly to the Senior Vice President of Academic Affairs, whose decision is final. |

APPEAL STEP ONE

The student must submit this form and supporting documentation to the professor. The professor must read the appeal, review the appeal with the student, and should respond electronically to the student within five business days of receipt as to whether the appeal has been granted or denied.

- If the appeal is granted, the professor should send forward the Grade Change Form electronically to the appropriate Dean for a signature.
- Whether the appeal is granted or denied, the professor must fill out the Appeal Form and return it to the student. The course professor must include on the Appeal Form, returned to the student, the name and email contact information of the next person in the appeal process and copy this identified person into the email with all supporting documents attached.
- The student will decide if they would like to pursue Appeal Step Two by emailing the appropriate person identified on the returned Appeal Form requesting a review.
- **Criteria below for Appeal Step Two - adjunct professor (a) or full-time professor (b).**
- Students, who are unsure if their professor is an adjunct or full-time faculty member, please contact the Student Success Center at advising@sussex.edu.

I have read and understand the policy, and have submitted the completed appeal form and supporting materials to the faculty member, along with this form. All materials submitted are subject to review by all parties at each step.

Student's Signature: _____ **Date:** _____

APPEAL STEP TWO (a) Adjunct Professor: If the appeal is denied by an **adjunct professor**, and the student decides to pursue the appeal beyond this level, the student must contact the full-time Department Chairperson, Program Supervisor, Program Coordinator or Lead Faculty, identified by the course professor and named on the form, to hear the appeal and attempt to resolve the issue. If the appeal is granted by the Department Chair, Program Supervisor, Program Coordinator or Lead Faculty then the Grade Change Form should be electronically sent to the appropriate Dean for a signature.

- If no solution is reached and the appeal is denied, the Department Chair, Program Supervisor, Program Coordinator or Lead Faculty should fill out the appeal form and include the name and contact information of the appropriate Dean. Sent this to the student electronically and copy the appropriate Dean with all support documents attached.
- If the student decides to pursue the appeal, he/she will send email notification to the Dean, identified on the returned appeal form, requesting a review.

Adjunct Faculty member's decision (Circle one): **GRANT** **DENY**

Student's Signature: _____ **Date:** _____

Next Level Contact: Chair/Supervisor/ Coordinator/Lead Faculty _____

OR

APPEAL STEP TWO (b) Full-time Professor: If a **full-time professor** denies the appeal, the Appeal Form should be forwarded electronically to the student and the appropriate Dean by the full-time professor. The faculty member will enter the name and contact OR information of the appropriate Dean on the form and sent back to the student.

- If the student decides to pursue the appeal, the Dean will hear the appeal and will attempt to resolve the problem.

- The Dean will then inform the student as to whether the appeal was granted or denied.
- If granted, the Dean will forward a Grade Change Form to the Registrar's Office.
- If the appeal is denied, the Dean will include the name and email contact information for the next level of appeal on the returned appeal form to the student and copy the next contact on the email with all documents attached.
- The student will decide if they would like to pursue their appeal to Step Three by emailing the appropriate person identified on the returned Appeal Form.
- **Criteria below for Appeal Step Three - adjunct professor (a) or full-time professor (b).**

Full-time Faculty member's decision (Circle one): **GRANT** **DENY**

Student's Signature: _____ **Date:** _____

Next Level Contact: Dean _____

APPEAL STEP THREE (a) Adjunct Professor: If the appeal is denied by a Program Coordinator, Department Chairperson, Lead Faculty or Supervisor, and the student decides to pursue the appeal, the denied appeal will be reviewed by the appropriate Division Dean. The Division Dean will inform the student of a decision. The Dean's decision is final. If the appeal is granted, the Dean will forward a Grade Change Form to the Registrar's Office.

Dean's decision (Circle one): **GRANT** **DENY**

Student's Signature: _____ **Date:** _____

OR

APPEAL STEP THREE (b) Full-time Professor: If the decision at Appeal Step Two, rendered by a Division Dean was denied, the appeal moves to the Associate Vice President of Academic Affairs (AVPAA), whose decision is final. The exception to this is if the AVPAA, acting as Dean in the Appeal Step Two, denies the appeal and the student decides to pursue the appeal, the denied appeal will be reviewed by the Senior Vice President of Academic and Student Affairs (SVPASA). The SVPASA decision is final. If the appeal is granted, the SVPASA will forward a Grade Change Form to the Registrar's Office.

Associate Vice President's decision (Circle one): **GRANT** **DENY**

Student's Signature: _____ **Date:** _____

OR

Senior Vice President of Academic and Student Affairs (Circle one): **GRANT** **DENY**

Signature: _____ **Date:** _____