



Grade Appeal Form

Spring 2020 Special Appeal Process

| | | | |
|-----------------|--------------------|-----|--|
| NU ID# | Name | | |
| Current Address | | | |
| City | State | Zip | |
| Phone Number | Email | | |
| Semester/Term | SPRING 2020 | | |
| Course # | | | |
| Course Title | | | |
| Instructor | | | |

Scope of Grade Appeals Committee

The Committee attempts to protect students against arbitrary, capricious or prejudiced evaluation by the instructor. It cannot undertake to resolve disputes about a student's knowledge of a particular subject matter, and its responsibility is to ensure due process in grading procedure. In accepting an appeal, ***the Committee must be satisfied that there is reason to suspect that the awarding of the grade may have involved a denial of due process, through arbitrary, capricious or prejudiced action on the part of the instructor or elsewhere in the department.***

The Committee will not adjudicate appeals involving violation of law, violation of University rules or regulations, disruptive or insubordinate behavior or cheating on examinations, although students may appeal the grade assigned in such cases. (For further information on student conduct violations, please contact Student Affairs or the Academic Senate Office.)

Content of Appeal

A student wishing to appeal to the School of Biological Sciences Grade Appeals Committee needs to provide a written statement of the grounds of his or her appeal within the first six weeks of the following semester you received the grade. The Grade Appeals Committee does not meet during the summer.

The statement should provide the following information:

1. An account of the facts surrounding the awarding of the grade in letter form to the committee.
2. Evidence that the student has sought to resolve the case in consultation with the other party.
3. Evidence that the student, failing to resolve the case, has attempted to resolve it by recourse to the Director of the School of Biological Sciences.
4. Evidence that the student has carried through the appeal with the greatest expedition possible under the circumstances.

The appellant should be as specific as possible in the evidence introduced, giving dates, places and times supplying documentary evidence when this is available (e.g., e-mail communications). The statement is intended as a source of information for the Director, members of the Committee, and the other party concerned, and should not be a vehicle for unsubstantiated charges.