

MARIST

SCHOOL OF SCIENCE

Grade Appeal Form

Students that are seeking an appeal of their assigned course grade should first consult the Marist College Grade Appeals Policy, which is posted on the college website:

<https://www.marist.edu/academic-resources/advising/academic-procedures-policies-regulations>

NOTE that any grade appeals to the Dean must be made no later than 3 weeks into the semester following the disputed grade!

Student Name

CWID

Date

Student email

Semester

Year

Course/Section Number

Course Instructor

Course Title

Course Required for Major/Program?

Course Grade Earned

Course Syllabus attached?

In order to be considered for a grade appeal, students must first meet with the faculty member to try to resolve the grade dispute. Did you meet with the faculty member?

If Yes, Date:

If No, please explain:

What was the faculty member's response to the grade complaint?

Were there any grading procedures outlined in the course syllabus that you feel were not adhered to?

If Yes, please provide specific details regarding the grading procedures:

What action are you looking for as a result of this appeal? (Choose all that apply)

Change to course grade

Change to an assignment grade

Change to an exam grade

Request that a submitted assignment be graded

On what grounds do you feel as though you would be entitled to a grade change? Examples include: Calculation error, unclear grading criteria, grading error, etc.

Was the Department Chair/Director consulted regarding this grade appeal?

Dean Response:

Dean signature

Date

Dean will send completed form to the student via email, copying both the faculty member and the respective department chair.