

## HOW TO APPEAL A COURSE GRADE

The following documents are required to file a grade appeal (check boxes after completing):

Read [University Policy 313](#)

Create an electronic file to present at each level of appeal, including:

- MTSU Student Grade Appeal Form (see below)
- A written statement to address:
  - a. Specific justification(s) for the grade appeal, using evidence to demonstrate unethical/unprofessional conduct from the instructor and/or grading inequities in the course.
  - b. Special circumstances or considerations (if applicable), including but not limited to completed course requirements, e-mail correspondence, other documentation, etc. to justify the appeal.
- Complete course syllabus.
- Written documentation of the meeting between student and instructor, including instructor's decision/response regarding the grade appeal.
- Written documentation of the chair's (or director's) recommendation regarding the grade appeal.
- Other pertinent information not listed above.

Following [University Policy 313](#), grade appeals will proceed as follows:

Level One:

- Student will meet with the faculty member (in person, by phone, or via Zoom/FaceTime, etc.) to discuss the appeal within the first 10 working days of the Fall or Spring semester following receipt of the grade to resolve the matter. *Get the decision in writing for the file.*
- If there is no resolution with the instructor, student will meet to discuss the appeal with the department chair (or school director) within 10 working days of meeting with the faculty member. *Get the decision in writing for the file.*

Level Two:

- If there is no resolution after meeting with the faculty member and department chair (or school director), present the complete file (including the required documentation above) to the Provost's Office (Cope 111 or [provost@mtsu.edu](mailto:provost@mtsu.edu)) within the first 15 business days following the receipt of the department chair's (or school director's) written decision.
- *The Grade Appeals Committee will contact the student, the faculty instructor, and the department chair (or school director) via MTSU email with details pertinent to the appeals hearing.* The Committee will review documentation and hear testimony from the student and faculty (if present) and will render a decision regarding the appeal.
- The Committee's decision is final. Contact [provost@mtsu.edu](mailto:provost@mtsu.edu) if you have any questions.

# MTSU STUDENT GRADE APPEAL

Today's Date \_\_\_\_\_

## Student Information

Name \_\_\_\_\_ M# \_\_\_\_\_

Local Address \_\_\_\_\_

Phone number \_\_\_\_\_

MTSU Email \_\_\_\_\_@mtmail.mtsu.edu

Classification \_\_\_\_\_ Graduation date \_\_\_\_\_

## Course in Question

Instructor \_\_\_\_\_

Department and Course Title \_\_\_\_\_

Course Number and Section Number \_\_\_\_\_

Semester \_\_\_\_\_ Grade Received \_\_\_\_\_ Grade Requested \_\_\_\_\_

Note: Plus/minus grading is not an option for TN eCampus courses.

I discussed my grade and this grade appeal with the instructor on the following date: \_\_\_\_\_

***\*This meeting must take place within the first ten (10) working days of the fall/spring semester following receipt of the grade.***

I discussed my grade and this grade appeal with the department chair (or school director)/dean on the following date: \_\_\_\_\_

***\*\*This meeting must take place within ten (10) working days of the meeting with the instructor.***

***\*\*\*The appeals file should include documentation of the above meetings from the instructor and the chair/director.***