



College of Applied Studies
Grade Appeal Information

Per FSU Policy, the purpose of the grade appeals system is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students' academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor's syllabus at the beginning of the semester.

Students interested in submitting a grade appeal should refer to the FSU Grade Appeal policy and Grade Appeal Flowchart located here: <http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/grade-appeals-system>.

Instructions: If interested in submitting a grade appeal, the student must follow the directions in this form and submit all additional required documentation to the Dean's office in the 3rd Floor of the Holley building. Any questions about the appeal process can be addressed to the FSU Panama City Associate Dean, Dr. Amy Polick (apolick@pc.fsu.edu; 850-770-2252).

Step 1. Within 30 calendar days following the date that final grades are made available to students, the student must contact the instructor in question to discuss the grade and attempt to resolve any differences. The student should document any attempts to contact the instructor in order to establish that the appeal was begun within this 30-day period. In the event that the instructor is not available, the student should provide that documentation to the FSU Panama City Associate Dean. It is expected that the student will first attempt to resolve the grade dispute with the instructor; however, either the student or the instructor may consult with the Associate Dean during this process.

- *Additional instructions to student:* The student should document all communications with the instructor about their attempts to resolve the grade dispute and include those in the Grade Appeal Form if the issue is not resolved and the student wishes to continue the grade appeal further to Step 2 (mentioned below)

Step 2. If no resolution is reached within this 30-day period, after the student's documented attempt, the student has an additional 15 calendar days to submit a written statement to the Associate Dean via the **Grade Appeal Form**. This statement must include an account of attempts to resolve the issue, as well as the evidence that forms the basis for the appeal.

- *Additional instructions to student:* The student should provide their written statement by completing the attached **Grade Appeal Form**. Once the form is completed, it should be turned into Dean's office within 15 calendar days

Within 20 calendar days after receipt of the grade appeal form from the student, the Associate Dean will arrange with the College of Applied Studies staff for a meeting of a grade appeals screening committee composed of three students enrolled in the academic unit (i.e., College of Applied Studies) offering the course to review the appeal. Appropriate students who have no conflict of interest will be chosen to serve on this screening committee by a student organization associated with the program or department, if such an organization exists. If none exists or if members of such an organization are not

available, the department or program chair will select appropriate students who have no conflict of interest (either with the student or the instructor). Both the student and the instructor may attend the meeting. The role of the screening committee is solely to determine whether the student has presented sufficient evidence to warrant further review.

Within five calendar days after this meeting, the screening committee will render its decision in writing (recommend/do not recommend further review) to the Associate Dean, the student, and the instructor. A negative decision will end the appeal. A positive decision will trigger the next step in the process.

- *Additional instructions to student:* The student can choose to attend the meeting of the screening committee. After the committee meeting, the student should look out for communication regarding the answer to their appeal by checking their preferred email address.

Step 3. Within 20 calendar days of a positive decision from the grade appeals screening committee, the Associate Dean will appoint and arrange for a meeting of a grade appeals board. This board is composed of three faculty members in the College of Applied Studies and two students other than those who served on the screening committee. The purpose of this board is to determine whether or not to uphold the final grade assigned by the instructor. The board will consider only the evidence provided by the student and the instructor in making the determination. Both the student and the instructor may attend the meeting.

The grade will be upheld unless the evidence shows that the grade was awarded in an arbitrary, capricious, or discriminatory manner, as a result of a gross violation of the instructor's own evaluation (grading) statement. If the original grade is not upheld, the board will recommend that an alternative grade be assigned by the Associate Dean. The decision of the Grade Appeal Board will be provided to the student and instructor in writing after the meeting.

- *Additional instructions to student:* The student can choose to attend the meeting of the grade appeals board. After the board has met, the student should look out for communication regarding the results of the board meeting by checking their preferred email address.

If the student has evidence that this grade appeals process has deviated substantially from these established procedures, resulting in a biased decision, the student may consult with the Office of Faculty Development and Advancement (<http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/grade-appeals-system>) regarding referral to the Student Academic Relations Committee (<http://facsenate.fsu.edu/standing-faculty-senate-committees/student-academic-relations-committee>).



College of Applied Studies
Grade Appeal Form

Please complete the following information in this form to begin Step 2 of the FSU Grade Appeal process. For more information, please visit the full university grade appeal policy here: <http://fda.fsu.edu/sites/g/files/imported/storage/original/application/b1ea0d8cdd73410b74cfb1cfaf8a8321.pdf>

Student Name: _____ Date: _____

Student FSU email address: _____

Course Instructor: _____ Course Prefix and Number: _____

Course Name: _____

- 1) Step 1 of this process requires the student to contact the instructor to resolve the grade dispute. Please describe the attempts that you made to resolve the grade issue with the instructor in the space below and attach all documentation of your grade resolution attempts to this form.

- 2) Please describe the reason(s) for your grade appeal below:

- 3) In addition to the information provided in #2 above, please describe the evidence that serves as the basis for your grade appeal in the space below and attach all relevant documentation.

- 4) Please include any other information you would like the screening committee to consider:

I have reviewed the FSU Grade Appeal policy and request that a student screening committee meet to further review my grade appeal:

Student Signature

Date

To finish this step of the grade appeal process, please submit this completed form with all supporting documentation to Dr. Amy Polick (850-770-2252; apolick@pc.fsu.edu) in the Office of the Dean (3rd floor Holley Building).

Office Use Only: Date received: _____ Committee Meeting Date: _____
Academic program: _____ Date of committee decision: _____

Grade Appeals System

