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| **Grade Appeal 3 – STUDENT Form** | | | | | |
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| ***INSTRUCTIONS****: This form should be completed by the student within seven (7) calendar days of the student’s receipt of the academic administrator’s written decision regarding Grade Appeal 2. Prior to completing this form, the student should read the complete Grade Appeals Policy in the SU Policy Manual (Volume V), which is available on the Academic Affairs portal site or through the WebXpress link to the Student Forms-Traditional menu. The form should be completed electronically, printed, signed, then scanned and distributed by Stevenson email as a PDF file to the appropriate School Dean and to* [*registrar@stevenson.edu*](mailto:registrar@stevenson.edu)*.\* Students may also sign this form by typing their name on the signature line.* ***HANDWRITTEN FORMS WILL NOT BE ACCEPTED.*** | | | | | |
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| **1. STUDENT INFORMATION** | | | | | |
| **Last Name:** Click here to enter last name. | | **First Name:** Click here to enter first name. | | | |
| **ID Number:** Click here to enter ID number. | | **Declared Major:** Click here to enter major. | | | |
| **School:** Click here to enter school. | | | | | |
| **Degree Program:** | Undergraduate (UG) | Graduate (G) |  |  |  |
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| **2. FACULTY INFORMATION** | | | | | |
| *Please provide the following information regarding the faculty member serving as the instructor of record for the course in which the grade appeal is being made (refer to Grade Appeal 2 – ACADEMIC ADMINISTRATOR form).* | | | | | |
| **Last Name:** Click here to enter last name. | | **First Name:** Click here to enter first name. | | | |
| **Department/Program:** Click here to enter department/program. | | | | | |
| **School:** Click here to enter school. | | | | | |
| **Campus Email:** Click here to enter campus email. | | | | | |

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| **3. ACADEMIC ADMINISTRATOR INFORMATION** | |
| *Please provide the following information regarding the academic administrator or other designated individual who completed the Grade Appeal 2 – ACADEMIC ADMINISTRATOR form.* | |
| **Last Name:** Click here to enter last name. | **First Name:** Click here to enter first name. |
| **Title:** Click here to enter title. | |
| **Department/Program:** Click here to enter department/program. | |
| **School:** Click here to enter school. | |

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| **4. COURSE INFORMATION** | | | | | | | | | | | | |
| *Please provide the following information regarding the course in which the grade appeal is being made.* | | | | | | | | | | | | |
| **Course Prefix Designator, Number, Section:** Click here to enter course designator, number, section. | | | | | | | | | | | | |
| **Course Title:** Click here to enter course title. | | | | | | | | | | | | |
| **Department/Program Offering the Course:** Click here to enter department/program. | | | | | | | | | | | | |
| **School:** Click here to enter school. | | | | | | | | | | | | |
| **Academic Term:** | Fall | | January | | Spring | | Summer | | **Year:** Click here to enter year. | | | |
| **If SUO, then session:** | | SEM | | 5W1 | 5W2 | 5W3 | | 8W1 | | 8W2 | 10W | WE |
| **Final Course Grade Received:** Click here to enter grade received. | | | | | | | | | | | | |

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| **5. DECISION OF FACULTY MEMBER IN GRADE APPEAL 1** |
| *Please refer to the Grade Appeal 1 – FACULTY form for the following information.* |
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| **Decision:**  Appeal denied; uphold final course grade.  Appeal granted; modify final course grade to: Click here to enter new final course grade. |
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| **6. DECISION OF ACADEMIC ADMINISTRATOR IN GRADE APPEAL 2** |
| *Please refer to the Grade Appeal 2 – ACADEMIC ADMINISTRATOR form for the following information.* |
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| **Decision:**  Appeal denied; uphold final course grade.  Appeal granted; modify final course grade to: Click here to enter new final course grade. |
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| **7. GROUNDS FOR GRADE APPEAL** |
| *Please refer to the Grade Appeals Policy to review the permissible grounds for appeal. Please state the grounds for the grade appeal in a clear, complete, and concise narrative. Please attach any relevant materials in support of the appeal, including all materials that were submitted with the Grade Appeal 1 – STUDENT form and the Grade Appeal 2 – STUDENT form. Also, please specifically address any points made by the academic administrator in rendering his/her decision regarding your second appeal (see Grade Appeal 2 – ACADEMIC ADMINISTRATOR form, Section 5).* |
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| Click here to enter grounds for grade appeal. |
| **Are any supporting materials attached to this form?**  No  Yes [Please describe: Click here to enter type(s) of supporting materials.] |

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| **8. DATES** |
| **Date *Grade Appeal 1 – STUDENT* form submitted:** Click here to enter date. |
| **Date *Grade Appeal 1 – FACULTY* form received:** Click here to enter date. |
| **Date *Grade Appeal 2 – STUDENT* form submitted:** Click here to enter date. |
| **Date *Grade Appeal 2 – ACADEMIC ADMINISTRATOR* form received:** Click here to enter date. |

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| **9. SIGNATURE** | | |
| *The student should complete Section 10, and then print, sign and date this form prior to scanning it into a PDF file. Any attached materials should be scanned with this form into the PDF file. Students may also sign this form by typing their name on the signature line.* | | |
| **By checking this box, I acknowledge that I have read and understood the Grade Appeals Policy.** | | |
| **Name (printed):** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signature:** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date:** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **10. COPIES** | | |
| *Copies of the completed Grade Appeal 3 – STUDENT Form are emailed as a PDF file to the School Dean (or designee) and to* [*registrar@stevenson.edu*](mailto:registrar@stevenson.edu)*.\* Please provide the relevant name(s) below.* | | |
|  | **Name of school dean (or designee):** Click here to enter name of school dean or designee. | |
|  | **Registrar (registrar@stevenson.edu)** | |
| \*The appropriate School Dean is understood to be the Dean of the school that oversees the course in which the grade is being appealed. The list of academic administrators is available on the Academic Affairs portal site. In cases where the School Dean is unavailable, the Executive Vice President for Academic Affairs will designate an individual to handle the appeal on behalf of the School Dean. | | |