

Type of Appeal	Only appropriate if one of these situations applies to you:	Details and where to find more information*
Grade Appeal	1. The instructor made a clerical or computational error.	<p>Students have 15 business days to submit this appeal. Here are the steps a student should take if they believe their situation falls into this type of appeal:</p> <ol style="list-style-type: none"> <li>1. Re-read the syllabus</li> <li>2. Collect and organize information that supports your claim.</li> <li>3. Meet with the course instructor</li> <li>4. Meet with the department chair</li> <li>5. Meet with the college dean</li> <li>6. Petition the scholastic appeals committee if you believe that your grade was based on alleged prejudice and/or unfair treatment.</li> </ol> <p>*Official wording and information found on page 32-33 of the 2016-2017 ISU Student Handbook</p>
	2. The instructor departed from the grading scheme established in the course syllabus, and the departure caused an incorrect grade to be assigned.	
	3. The instructor relied upon some standard or basis other than your performance on assignments and assessments. In some cases an instructor's standards may be irrelevant, arbitrary, prejudicial or unlawfully discriminatory.	
	4. The standards or criteria for evaluation were applied inconsistently between students in the same course section without good reason.	
Scholastic Appeal	1. Dismissal from a program of study;	<p>The Scholastic Appeals process is reserved for students who believe that actions taken by academic instructors and administrators were based on alleged prejudice and/or unfair treatment. Students are expected to pick up a petition form and work with instructors and academic administrators in the following sequence:</p> <ol style="list-style-type: none"> <li>1. Course instructor</li> <li>2. Department Chair</li> <li>3. College Dean or Designee</li> <li>4. Petitioning the Scholastic Appeals Board</li> </ol> <p>*Official wording and information found on page 34-36 of the 2016-2017 ISU Student Handbook</p>
	2. Adverse decisions regarding a student's final course grade for reasons other than academic dishonesty.	

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<p style="text-align: center;"><b>Academic Dishonesty Appeal</b></p>	<p>1. Penalized for academic dishonesty</p>	<ul style="list-style-type: none"> <li>a. The student may appeal penalties for academic dishonesty to the dean or designee of the college in which the course was offered.</li> <li>b. The appeal must be filed, in writing, no later than fifteen business days after the student has received written notification.</li> <li>c. The dean shall then set a date for a formal hearing with student.</li> <li>d. After the hearing, the dean has 5 business days following the hearing to issue a final decision.</li> <li>e. The decision of the dean is final.</li> </ul> <p>*Official wording and information found on page 40-41 of the 2016-2017 ISU Student Handbook</p>