

**MSCP COURSE GRADE APPEAL FORM**

Student Name

Student ID Number

Telephone Number(s)

E-mail

Name and Number of Course Being Appealed

Semester and Year Course was Taken

Instructor Name

Concise statement of the grounds for appealing the course grade you were awarded:

Signature of Student Date

1. Attach copies of all written charges, answers, and arguments
2. Submit this form to the faculty member, and then the Program Director (if the appeal is not granted by the faculty member), and then the Dean of the College (if the appeal is not granted by the chairperson).

Faculty Member comments:

Faculty Member decision: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

[ ]  **Grant appeal**

[ ]  **Deny appeal**

The next level of appeal is the Program Director.

Faculty signature Date

Program Director comments:

Program Director decision: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

[ ]  **Grant appeal**

[ ]  **Deny appeal**

The next level of appeal is the Dean of the College.

Program Director signature Date

Dean of the College comments:

Dean decision: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­

[ ]  **Grant appeal**

[ ]  **Deny appeal**

The next level of appeal is the Scholastic Appeals Board (separate form).

Dean of the College signature Date