Final Grade Appeal Form  
Appalachian State University

To the student: Before submitting an appeal to the Grade Appeals Committee, you must have
1. discussed the contested grade with the instructor (date __________)
2. appealed to the departmental chair about the contested grade (date __________)

In addition, you must attach the following to this form:
1. the syllabus for the course in which you received the contested grade
2. all documented grades (graded tests, papers, projects, etc.) that you have
3. a list of all other grades that you know you received in the course and any other factors that may have influenced the grade (e.g., your attendance record)

Remember that the burden of proof in Grade Appeals Committee hearings lies with the student.

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Student’s Full Name__________________________________________
ASU Box Number___________________ Phone Number________________________
Course in which grade is being contested (with number and section)________________
Semester course taken__________ Grade received___ Grade you believe you earned___
Grounds for appealing the grade:

(Continue on back if necessary)
Student Signature_________________________ Date filed with Dean’s Office________

The following signatures are necessary only if the student intends to seek a Grade Appeals Committee hearing. They signify: (1) that the student has discussed the grade in question with the instructor and the appropriate departmental chair; and (2) that the information required for this form, including attachments, is complete.
To request a hearing before the Grade Appeals Committee, the student must file this completed form within the first 30 days of the following semester in the Office of the Dean of the college or school in which the grade was assigned.