

FLORIDA MEMORIAL UNIVERSITY

Grade Appeal Form

Name (Last, First, M.I.)		Degree Program:	
Address:	City:	State:	Zip Code:
Cell #:	Home #:	FMU Email:	
Course #:	Course Title:	Course Modality (Hybrid, Online, Face-to-Face)	
Term and Year:	Instructor:	Grade Received:	Grade Expected:
Faculty Advisor:			
Date(s) discussed grade with instructor:		Date(s) discussed grade with Dean:	
Date(s) discussed grade with other faculty member to seek mediation of dispute (optional):		Date(s) discussed grade with Chair:	
Please indicate which of the following criteria are being used as the basis for the appeal (check all that apply): <input type="checkbox"/> Course instructor failed to follow a written course policy <input type="checkbox"/> Course instructor failed to follow written grading standards in the course assignment instructions <input type="checkbox"/> Course instructor made an arithmetic error in the grade calculation			
The following supporting documentation should be included as <u>one emailed attachment</u> along with your request: <ul style="list-style-type: none">• Brief rationale for the appeal (referencing one or more of the criteria indicated above). Please limit this to 1-2 pages.• Copy of the course syllabus and/or other written course policy or grading standard.• Disputed assignments(s) in question.• Correspondence between student, instructor, and/or advisor, if applicable.			
I declare that the information provided on this form and in all supporting documents is true, and that I have been unable to resolve this matter to all parties' satisfaction through discussions with the instructor and Dean.			
Student Signature _____		Date _____	

This form should be filled out only if a student has already discussed the disputed grade with the instructor and School Dean to mediate the dispute and these discussions have failed to resolve the matter satisfactorily.

This form will be sent to the instructor and Dean for verification of your mediated attempts.

SUBMIT FORM TO
Email: Grade.Appeals@fmuniv.edu

Grade Appeal Committee Student Checklist

Before Filing

- Gather supportive documentation.**
- Communicate with the instructor and explain the basis for your claim (keep all documentation that shows you attempted to contact your instructor).**
- Communicate with Dean and/or Chair if dispute was not resolved.**

To Officially File

- Complete the Grade Appeal form electronically.**
- Compile all documentation electronically and email with your completed form to the Grade Appeal Committee at grade.appeals@fmuniv.edu.**

Check your email and mail for updates.

*****Communication on final decision will be provided by the Office of the Provost.**

Florida Memorial University Grade Dispute Policy

Students may appeal grades if it is demonstrated that a faculty member has made a capricious or prejudicial evaluation in grading. To resolve grade grievances, students must adhere to the following procedures:

1. Discuss the problem with the instructor with whom they have the grievance.
2. Meet with the department chair and/or school dean if the problem cannot be resolved with the instructor.
3. File a written grade appeal with the Grade Dispute Committee if the school dean cannot resolve the problem.

A written grade appeal must be appropriately filed in the semester following the one in which the disputed grade was given.

Guidance from the Grade Dispute Committee for those students considering a grade appeal.

1. Faculty assessment 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 grading and therefore was awarded in an arbitrary, capricious or discriminatory manner.
2. Since the grade process involves the instructor's assessment of the academic performance of a student the only issue under consideration in the grade appeal process is whether or not the student can present clear evidence that the assignment of the grade was based on factors other than the academic assessment of the instructor.
3. A student may not claim prejudicial or capricious behavior if he/she disagrees with the subjective professional evaluation of the instructor.
4. **In every case, the burden of proof rests upon the student to show reason and evidence as to why the grade should be changed.**
5. Course grades assigned by instructors are presumed to be correct. It is the responsibility of the student who appeals an assigned grade to demonstrate clerical error, prejudice, or capriciousness in the assignment of a grade otherwise, the academic assessment of the instructor is final.
6. The Grade Dispute Committee is not appropriate for students who believe that the course was poorly designed or the student received poor instruction. These may be legitimate concerns, but they are not grounds for an appeal and are **more appropriately addressed by the department head/dean.** A claim that the instructor graded too severely is also not a reason to appeal a grade, provided that all students in the class were graded in the same manner.