

Boise State University
Grade Appeal Form
(See [University Policy 3130](#) for reference)

Student Name _____ Student ID _____
Student Email _____ Student Phone _____
Course Number _____ Course Name _____ Section _____ Semester _____
Instructor Name _____ Instructor Email _____

GRADE APPEAL CONSIDERATION

Please indicate which of the following criteria are being used as the basis for the appeal (check all that apply):

- The course grade assigned was based on factors other than the student's academic performance in the course and/or completion of course requirements.
- The course grade assigned was based on standards different from those that were applied to other students in the same course section.
- The course grade assigned was based on a substantial, unreasonable, and unannounced departure from the instructor's previously communicated standards. (Supporting documentation should include a copy of the course syllabus.)
- There was a clerical or administrative error in the calculation and/or assignment of the course grade.

INSTRUCTIONS

A student must complete the following steps before submitting a grade appeal to the Office of the Provost. These steps are designed to help all parties understand the details of the grade appeal so that appropriate decisions can be made that reflect the academic standards of the university for both faculty and students.

Step 1: Contact the **instructor**. The student must contact the instructor via email within ten (10) business days of the posting of final grades. The communication to the instructor must clearly identify which of the four reasons in the Grade Appeal Consideration section above serve as the basis for the grade appeal (it is possible that more than one may apply). The student's email to the instructor should explain the situation, indicate the student's concerns, and describe what remedy the student is seeking. If the concern is not resolved to the student's satisfaction or the instructor does not respond within ten (10) business days, the student may proceed to step two.

I have attempted to resolve the situation with the **instructor** of the class. YES _____ NO _____

Step 2: Contact the **department chair/head**. The student must contact the department chair/head within ten (10) business days after the attempts at resolution with the instructor of record have failed, or the instructor of record did not respond. The student's grade appeal to the department chair must be in writing and include the efforts taken to resolve the matter with the instructor of record, including the date and manner of attempt to communicate with the instructor, the basis for the grade appeal, the remedy sought, and any additional relevant evidence or documentation. The department chair will respond to the student within ten (10) business days of receiving the grade appeal from the student.

If the student chooses to proceed to Step 3, they must have the department chair sign their Grade Appeal Form. A signature from the department chair/head is *required* to proceed to Step 3 unless a student does not receive a response within ten (10) business days after contacting the department chair/head. If the student does not receive a response from the department chair within ten (10) business days the student may proceed without the department chair/head signature to Step 3.

I have attempted to resolve the situation with the **department chair/head**. YES _____ NO _____

DEPARTMENT CHAIR/HEAD SIGNATURE (*Required*)

DATE

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Step 3: Contact the **associate dean**. The student must contact the associate dean of the college in which the course is taught within ten (10) business days of the department chair/head's decision or after the attempts at resolution with the department chair have failed. A grade appeal will be reviewed by the associate dean only after the student has attempted to reach a resolution with *both* the instructor and department chair/head. The associate dean may designate an alternative person to handle the process at the college level. The student's grade appeal to the associate dean must be in writing and include the efforts taken to resolve the matter with the department chair including the date and manner of attempt to communicate with the department chair, the basis for the grade appeal, the remedy sought, and any additional relevant information or documentation. The associate dean will review the concern and seek a resolution within ten (10) business days.

If the student is not satisfied with the results of the meeting with the associate dean, the student may submit their grade appeal to the Provost's Office. A signature from the associate dean is *required* to submit a grade appeal to the Provost's Office.

I have attempted to resolve the situation with the **associate dean**. YES _____ NO _____

ASSOCIATE DEAN SIGNATURE (*Required*)

DATE

STUDENT ACKNOWLEDGEMENT

Please indicate your acknowledgement of the following:

_____ I have reviewed [University Policy 3130-Grade Appeal](#)

_____ I have attached a written narrative including a statement of concerns regarding the original course grade, details supporting my position, and a statement of requested solution

_____ I have attached all supporting documentation including communications from the instructor, department chair/head, and associated dean of the college in which the course is offered

STUDENT SIGNATURE (*Required*)

STUDENT ID

DATE

GRADE APPEAL SUBMITTAL INFORMATION

The grade appeal must be received by the Provost's Office within ten (10) working days of the last attempt at resolution through the associate dean.

Submit completed grade appeal form and all supporting documentation to the Provost's Office via email to provost@boisestate.edu.