

CENTRAL CONNECTICUT STATE UNIVERSITY
APPEAL FOR GRADE CHANGE — DEPARTMENT CHAIRPERSON'S FORM
(PLEASE PRINT)

Please check the appropriate box and take the corresponding action.

INCOMPLETE APPEAL FOR GRADE CHANGE PACKET

A complete Appeal for Grade Change Packet should include:

- A completed *Appeal For Grade Change* form;
- An inventory list of materials provided or Table of Contents;
- A course syllabus (preferably the one provided to the student at the beginning of the course);
- A detailed statement explaining why the student believes his/her grade should be changed. The statement must include, at a minimum:
 - a list of the student's grades in the course;
 - a list of changes that should be made to those grades, with explanations;
 - an explanation of why those changes would necessitate a change in the course grade;
- All documents that are necessary to support the student's position (graded homework assignments, graded examinations, medical documentation, statements from other students or faculty, etc.); if some of the student's work has not been returned to the student by the instructor, the student should include a list of documents that have not been returned to him/her;
- An explanation of why the student did not meet with the instructor by the end of the second week of classes of the first full semester after the semester in which the grade was awarded, if that is the case.

If a student submits an incomplete Packet, you should keep the Packet and contact the student by e-mail, telling him/her that the Packet is incomplete, and that he/she has **one week from the date of your e-mail** to pick up the Packet and resubmit a complete one. Your e-mail should include the above list of documents that make up a complete Packet.

An incomplete Appeal for Grade Change Packet should not be forwarded to the Dean.

CHANGE OF GRADE IS NOT RECOMMENDED

You should attach a letter explaining your recommendation. If the student wishes to pursue the appeal, then he/she must inform you of this fact within one week of receiving your written recommendation. If the student wishes to pursue the appeal, then the Appeal for Grade Change Packet, this form and your letter should be forwarded to the Dean within three business days.

CHANGE OF GRADE IS RECOMMENDED

You should attach a letter explaining your recommendation. If the instructor agrees to change the grade, then the student's grade should be changed. If the instructor does not agree to change the grade, then the student's Appeal for Grade Change Packet, this form and your letter should be automatically forwarded to the Dean, within three business days.

Department Chairperson's Name (PRINT): _____

Department Chairperson's Signature: _____ DATE: _____

