

Appeal of Final Grade Student Checklist

1. Information Gathering by Student

Complete the Appeal of Final Grade Form stopping at Step One

Include on the Form the remedy you are seeking

Review and attach the course syllabus

Print your Blackboard grades

Provide any copies of relevant emails

Provide any disputed work

Provide other information that supports your appeal and remedy

2. Provide all this information to your instructor and ask for them to schedule a meeting with you to review the information.

3. Student and faculty review checklist during scheduled meeting

Review the Appeal of Final Grade Form

Discuss the student concerns and requested remedy

Review the syllabus including course objectives, due dates, any information provided by the instructor about grading practices (e.g. assignment rubrics)

Review all grades through Blackboard and discuss any discrepancies or concerns

Review rubrics if relevant

Review any disputed work

Address all concerns as noted on the Appeal of Final Grade Form or that occur during the meeting

4. Faculty makes a determination, signs the form, and returns it to the student with all of the relevant information.

5. If continues, student submits all the original information to the Director (if in the Nursing program) or to the Dean/Provost.

6. Student, Faculty, Dean/Provost meet and review the student and faculty checklist and discuss remaining concerns.

7. If continues, student submits all original information to the Chairperson of the College Review Board.