## Cheyney University of Pennsylvania Grade Appeal Form

The Cheyney University grade appeal policy is intended to present a process which is fair to both students and faculty, and which maintains academic integrity.

Instruction: Clearly print or type the requested information below to the sections pertinent to you. Student Name\_\_\_\_\_\_ ID#\_\_\_\_\_ Current Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip code \_\_\_\_\_ Course Name (No. and Sec.) Course Taken Semester \_\_\_\_/\_\_\_ Grade received \_\_\_\_\_\_ Year Instructor Name The grade appeal must follow the process outlined in this form. Step One: Clearly specify the reason for the grade appeal. Justify the requested change of grade and attach copies of supporting documentation such as exams taken, papers or projects completed, course syllabus, etc. Utilize supporting documentation to calculate your final grade in the course by way of computation documented in the syllabus. (Attach additional pages for justification if necessary.)

Student Signature \_\_\_\_\_ Date Submitted\_\_\_\_\_

Step Two: Conference with the Instructor (Comments/decision made by the Instructor.)	
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nstructor Signature	Date
Step Three: Conference with the Dept. Chairp	person (Comments/decision made by the Chairperson.)
Department Chairperson Signature	Date
Step Four: Conference with the Dean (Comn	nents/decision made by the Dean.)
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Dean Signature	Date
Step Five: Final appeal to the University Grad	de Appeal Committee (Comments and decision)
Committee Chairperson	Date
Final Outcome:	