

Grade Appeal Form – School of Fine Arts

From the Missouri Western State University Student Handbook:

“GRADE APPEAL PROCESS

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor delegated by this University.

The grade appeal procedure is available for the review of allegedly capricious grading or clerical error by the instructor and not for the purpose of evaluating the student’s academic excellence in any particular course. Capricious grading, as the term is used here, consists only of any of the following:

- the assignment of a grade to a particular student on some basis other than the performance in the course;
- the assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course;
- the assignment of a grade by a substantial departure from the instructor’s previously announced standards.”

I have read the Grade Appeal Process and I assert that my appeal is based on my claim that (check the appropriate line or lines):

_____ 1. The Professor made a clerical error and has refused to correct it.

_____ 2. The Professor used capricious grading in the course, as is evidenced by (check the appropriate line or lines):

_____ (A.) My grade was based on something other than my course performance.

_____ (B) More demanding or exacting standards were applied to me compared to the other students in the course.

_____ (C) The assignment of my grade represented a substantial departure from the professor’s previously announced standards.

Class _____ Instructor _____

Student’s Name (Please Print) _____

Student’s Signature _____ Date _____

Please attach a copy of any documentation of evidence. A copy of this form will be routed to the Instructor.