

Grade Appeal Checklist

Name: _____ SID: _____ Email: _____

I am appealing:

CRN: _____ Subject: _____ Course Number: _____ Section: _____

Step 1 - Meeting with course instructor

Meeting held with: _____

Meeting date: _____ Time: _____ Location: _____

Has this matter been formally resolved?

Yes

No (you may now proceed to step 2.a)

Step 2.a – Meeting with department chair offering the course to attempt informal resolution of the appeal

Meeting held with: _____

Meeting date: _____ Time: _____ Location: _____

Has this matter been informally resolved?

Yes

No (you may now continue to step 2.b)

Step 2.b - Hearing with departmental or school committee

Meeting held with: _____

Meeting date: _____ Time: _____ Location: _____

Has this matter been formally resolved?

Yes

No

If the matter has not been resolved after step two you may then proceed to step three, which is an appeal to the Grade Appeals Subcommittee. A DOS staff member will direct you procedurally in submitting your appeal. You must contact the Dean of Student's Office at 260-481-6601 or dos@pfw.edu to schedule an appointment.