

Grade Appeal Process Advocates - Student

Advocates

The Grade Appeal Process can be frightening and overwhelming for all parties involved. It is for this reason that both the faculty member and the student may choose an advocate to help throughout the process. While the advocate is meant to assist the faculty member or student, the advocate does not represent the faculty member or student and will not be able to present on their behalf. It is requested that the advocate be named on the formal Grade Appeal sheet; however, if an advocate has not been chosen at the time the Grade Appeal Form is turned in, it may be left blank. Once an advocate has been determined, the Vice President of Academic Affairs needs to be notified in writing.

For the Student:

- To help the process go as smoothly as possible, it is recommended that you have an advocate. The advocate may or may not be a representative of the school. If you choose someone that is not a representative of the school (for example, a family member), you will need to sign a FERPA waiver in the Office of Enrollment Services before the Grade Appeal Meeting. An advocate that is a representative of the school (while suggested but not required) will be aware of the process and help you navigate it. The school advocate will be available to look over your proposal and make any suggestions. Because the Grade Appeal Form is a formal document, you will want to ensure that it is free of grammatical errors.

It is the student's responsibility to communicate any concerns with the professor throughout the semester. If there are discrepancies with respect to Academic Honesty, students should refer to the Policy on Academic Honesty.

When gathering materials in preparation for filling out the form, it is important to include all documents that may aid in the process. Some examples include:

1. Syllabus
2. Emails (or other forms of communication)
3. Homework assignments
4. Assessments (quizzes, tests, etc)

When including documentation, please highlight the areas that directly relate to your request. It is not recommended to include all documents from the course; however, it is recommended to be thorough and include those documents that aid your request. If at any point in time you are unsure, you may choose to include it or ask your advocate. At the time of the Grade Appeal Meeting, you are not required to attend; however, please be aware that the meeting may continue in your absence. It is imperative that you respond to all requests in a timely fashion to prevent losing the right to move forward.