



## Appeal of Grade Received

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This form should be used by Raymond A. Mason School of Business students who would like to appeal the grade they received in a course.

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### POLICY & PROCESS:

A continuing student has 30-calendar days after grades are posted to begin the grade appeals process. Once a student's degree has been conferred, the academic record is closed and cannot be changed or amended. When a student has a question regarding the grade received for a course, the process for appealing the grade is as follows:

1. The student contacts the professor to find out how the grade was compiled.
2. If the grade remains in dispute, the student may complete and submit this form to Academic Administration (acad.admin@mason.wm.edu). The appeal letter (Section B) should note the specific reasons for the appeal.
3. The Vice Dean for Faculty and Academic Affairs will review the appeal and inform the student of the decision.
4. To dispute the decision of the Vice Dean for Faculty and Academic Affairs, the student must submit a written request for review of the decision to the Dean of the Mason School of Business within seven days of receipt of the Vice Dean's response letter. The decision of the Dean is final.

### INSTRUCTIONS:

1. Complete Section A of the form.
2. Complete Section B (Appeal Letter) and sign.
3. Return the form to your Program Office.

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### SECTION A: (Completed by the Student)

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Program (i.e. PT, FT, MAcc, etc.): \_\_\_\_\_

CRN	Course #	Course Title	Semester & Year	Instructor Name	Grade

Below are the only three situations under which the Vice Dean for Faculty and Academic Affairs will consider a grade appeal. Please select the option(s) that applies to your appeal.

The professor used a grading process inconsistent with what was in the syllabus,

The professor applied a grading process inconsistently across students in the section

The professor made an error and refused to correct it.

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### SECTION B: Appeal Letter

Please type your letter of appeal below. Be sure to indicate the specific reasons for your appeal.

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#### STUDENT SIGNATURE:

By signing below, I affirm that I have spoken with the instructor regarding the grade appeal and that the information I provided in the above grade appeal letter is accurate and complete.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_