

## HOW TO APPEAL A COURSE GRADE

First things first (Check boxes after completing):

Read [University Policy 313](#)

Create a paper or electronic file to present at each level of appeal, to include

- MTSU Student Grade Appeal Form (see below)
- A written statement to address the following:
  - a. Specific reasons you believe a grade appeal is justified, i.e., unethical/unprofessional actions by the instructor and/or grading inequities
  - b. Special circumstances or considerations if any
  - c. Course requirements you have completed, including documentation, if possible
- Complete course syllabus
- Other pertinent information

Follow [University Policy 313](#):

Level One:

- Meet with the faculty member (in person, by phone, or via Zoom/FaceTime/etc.) within the first 10 working days of the Fall or Spring semester following receipt of the grade to resolve the matter. Get the decision in writing for the file.
- If there is no resolution, meet with the department chair (or school director) within 10 working days of meeting with the faculty member. Get the decision in writing for the file.

Level Two:

- If there is no resolution after meeting with the faculty member and department chair (or school director), present the complete file to the Provost's Office (Cope 111 or [provost@mtsu.edu](mailto:provost@mtsu.edu)) within the first 15 business days following the receipt of the department chair's (or school director's) written decision.
- The Grade Appeals Committee will contact the student, the faculty instructor, and the department chair (or school director) via MTSU email with details pertinent to the appeals hearing. The Committee will review documentation and hear testimony from the student and faculty (if present), and will render a decision regarding the appeal.
- Await written notification of when the Grade Appeals Committee will consider your case.
- The Committee's decision is final.
- Contact [provost@mtsu.edu](mailto:provost@mtsu.edu) if you have any questions.

# MTSU STUDENT GRADE APPEAL

Today's Date \_\_\_\_\_

## Student Information

Name \_\_\_\_\_ M# \_\_\_\_\_

Local Address \_\_\_\_\_

Daytime phone number \_\_\_\_\_

MTSU Email \_\_\_\_\_@mtmail.mtsu.edu

Classification \_\_\_\_\_ Graduation date \_\_\_\_\_

## Course in Question

Instructor \_\_\_\_\_

Department and Course Title \_\_\_\_\_

Course Number and Section Number \_\_\_\_\_

Semester \_\_\_\_\_ Grade Received \_\_\_\_\_ Grade Requested \_\_\_\_\_

Note: Plus/minus grading is not an option for TN eCampus courses.

I discussed this complaint with the instructor on the following date: \_\_\_\_\_

I discussed this complaint with the department chair (or school director)/dean  
on the following date: \_\_\_\_\_