



Academic Appeals Form COURSE GRADE CHANGE

Registrar Staff sign and date this form: _____
Signature Date

Fill-In Information Below:

Student Name: _____ CWID: _____

Home Address: _____
Street City State Zip

**OFFICE OF
THE REGISTRAR**
Phone: 502-597-6340
Fax: 502-597-6239

Home Phone: (____) _____ Advisor: _____

The Academic Appeals Committee can best contact me at the following address:

Local Address: _____
Street City State Zip Phone

Course and Term the Course was Taken: _____

1. **Attach a letter from you to the course instructor:** The student's letter should explain to the instructor exactly why the student believes he/she deserves a different grade. Such a letter must be completed and delivered to the course instructor (AND a copy delivered to the student's advisor) by no later than the end of the third full week of classes of the next regular semester (fall or spring) (If an instructor is no longer employed by the University, the student must proceed as prescribe in step 3.) If you have not done this step, you may not appeal to the Academic Appeals Committee yet. Once you have done this step, attach a copy of this letter to the appeal form.
2. **Instructor must write a letter of response:** By the end of the fifth full week of the semester in which the appeal is filed, the course instructor must respond in writing to the student, stating the rationale for his/her decision on the student's grade appeal. Attach a copy of this letter to your appeal form.
3. **Letter to the Chairperson or Dean:** If the student is not satisfied with the instructor's decision, if the instructor does not respond by the required deadline, OR if the instructor is no longer employed by the University, the student may appeal in writing to the instructor's immediate academic administrator (Chair or Dean). Each administrator must notify the student in writing whether or not he/she believes the student's appeal should be granted. Attach the response from the Chair or Dean to this appeal form.
4. **Letter to Academic Appeals Committee:** If a grade appeal is still unresolved after a college or school dean has reviewed the student's appeal, the student may ask the Academic Appeals Committee to consider the appeal.
 - a. **Turn in your completed form, letters, and documentation:** This appeal must be returned to the Office of the Registrar, Academic Services Building, Suite 323, Kentucky State University, Frankfort, KY, 40601. If you have questions please call (502) 597-6234. Fax number (502) 597-6239.

For complete directions and guidelines for appeals, please refer to the Academic Policies section of the latest edition of the KSU Catalog.



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