



FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

# ACADEMIC GRADE GRIEVANCE APPEAL FORM

Advisor: \_\_\_\_\_

Student name: \_\_\_\_\_ FAMU student ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Student Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

**Disputed Course:** \_\_\_\_\_ (prefix) \_\_\_\_\_ (catalog #) \_\_\_\_\_ (section) \_\_\_\_\_ (class #) **Posted Grade** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Professor:** \_\_\_\_\_ **Term:** \_\_\_\_\_

## A. Attempt to Resolve

Did the student attempt to resolve the issue informally as enumerated in Section B of General FAMU Regulation 4.100 Academic Complaint Procedures with the professor prior to completing this form?

*Please check (✓) in blank, provide specifics, and supporting documentation of the following meetings.*

a. \_\_\_ Informed college or school chair, or department head, date: \_\_\_\_\_ Method/Explanation:

*Verification by College-level Representative Signature:* \_\_\_\_\_

b. \_\_\_ Informed disputed professor, date: \_\_\_\_\_ Method/Explanation:

*Verification by Faculty or Department Chair Signature:* \_\_\_\_\_

c. \_\_\_ Met with disputed professor, date: \_\_\_\_\_ Method/Explanation:

*Verification by Faculty or Department Chair Signature:* \_\_\_\_\_

d. \_\_\_ Resolution? \_\_\_ Yes (*no further action needed*), \_\_\_ No (*formal grievance necessary, please continue*)

## B. Basis for Grade Grievance

1. Was the grade affected by excessive absences or tardies as described in the "Class Attendance Regulations" of the FAMU University Catalog or in the class syllabus? \_\_\_ Yes \_\_\_ No Notes/Explanation:

2. Was there a mathematical error in how the grade was calculated? \_\_\_Yes \_\_\_ No Notes/Explanation:
3. Was the student's grade calculated in a manner that was inconsistent with the syllabus (in a way that was detrimental to the student)? \_\_\_Yes \_\_\_ No Notes/Explanation:
4. Were there extenuating circumstances that prohibited you from meeting a class deadline?  
 \_\_\_No \_\_\_ Yes *If "yes" answer the following questions and provide brief explanation.*  
**Documentation (syllabus, medical records, legal records, disputed graded exercise, etc.) must accompany this appeal.**
- a. Did the student provide the teacher with written evidence to document the event?
  - b. Did the student discuss this with the professor PRIOR to the event?
  - c. Did the student discuss this with the professor IMMEDIATELY AFTER the event?
  - d. Did the professor provide the student with accommodations?
  - e. Does the student have written evidence of the agreement?
  - f. Did the student meet the requirements of the agreement?

**STUDENT COMPLETING THIS FORM**

*Under penalties of perjury (Fla. Stat. § 92.525), I declare that I have read the foregoing and that the facts stated in it are true.*

\_\_\_\_\_  
 Printed Name, Date

\_\_\_\_\_  
 Signature, Date

**Thank You. Please return this form electronically to the Director of Student Services.**

**To Be Completed by SAET Administration.**

**SUMMARY OF FINDINGS** (Completed by Complaint Committee; attach additional sheets if necessary)

**DEAN'S RESPONSE**

Approve Committee's Recommendation       Deny Committee's Recommendation       Further consideration

Comments:

\_\_\_\_\_  
Rodner B. Wright, AIA, Dean

\_\_\_\_\_  
Date