



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