

School of Health Sciences and Human Performance
PROCEDURES for UNDERGRADUATE GRADE APPEAL
(effective Fall 2004)

If you have not been able to resolve your concerns about your grade in an HS&HP class, and wish to proceed with a grade appeal, you must do the following:

1. Read the HS&HP Undergraduate Grade Appeal Policy
2. Print out a copy of this document to use as a cover sheet for your appeal
3. Complete the information requested on the Information Form (*Page 2*)
4. Sign the Information Form indicating your acknowledgment of the grade appeal policy and procedures
5. Write a letter addressed to your course instructor describing the situation and include appropriate documentation.
6. Attach all pages together (*Signed Information Form, copy of this page, and letter*).
7. Hand-deliver your material to the course instructor.

HS&HP Undergraduate Grade Appeal Policy
(effective Fall 2004)

The School of Health Sciences and Human Performance (HS&HP) follows the general Ithaca College policy on grade disputes and students' right to petition found in the Undergraduate Catalog. Each student assumes responsibility for presenting all the facts and circumstances concerning a grade appeal.

A student must appeal to the course instructor in writing, including specifics,

- a. by the Friday of the first week of classes of the spring semester following a fall semester course in which the disputed grade was given
- b. by the Friday of the first week of classes of the fall semester following a spring semester in which a grade was given
- c. by the Friday of the first week in February, following a January intersession course in which the disputed grade was given
- d. by the Friday of the first week in September following any summer session in which the disputed grade was given.

The course instructor will respond to the student in writing within two (2) weeks of receiving the appeal.

If the dispute is not resolved with the course instructor within the two (2) week time frame, the student has an additional two (2) weeks to appeal to the department chair in writing. If the department chair does not resolve the grade appeal or is not available or is the course instructor in question, the student will appeal in writing to the Associate/Assistant Dean. The Associate/Assistant Dean will respond to the student in writing within two (2) weeks. If the dispute cannot be resolved, the student has an additional two (2) weeks to appeal to the Dean in writing. The Dean will respond to the student in writing within two (2) weeks.

School of Health Sciences and Human Performance
UNDERGRADUATE GRADE APPEAL
(effective Fall 2004)

Information Form
(please type or print neatly)

Student Name: _____ Major: _____

Student ID: _____ School: _____

Tel/Cell Contact: _____ Email: _____

I acknowledge that I have read and understand the HS&HP Undergraduate Grade Appeal Policy and Procedures.

Student Signature: _____

Course Information

Course Title: _____

Course Number: _____ Semester/Year: _____

Course Instructor: _____

Signatures indicating receipt of student written appeal

Instructor: _____ Date Received: _____

Action:

Chair: _____ Date Received: _____

Action:

Assist/Assoc Dean: _____ Date Received: _____

Action:

Dean: _____ Date Received: _____

Action: