

## University Grade Appeal Form

Prior to filing this petition with the University Grade Appeals Committee, all Colleges/School remedies must be exhausted. Please complete all parts of this form and return it to the Chair of the Grade Appeals Committee, Dr. Katsiaryna Matusevich (kmatusevich@barry.edu). A copy of this form will be made available to the members of the Committee and the course instructor. The Committee Chair will contact the student to arrange a time for the Grade Appeal hearing.

**Barry Student Number:** \_\_\_\_\_

**Student's Dean:** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Student's Barry Email Address:** \_\_\_\_\_

**Student's Telephone/Cell Number:** \_\_\_\_\_

**Student's Address:** \_\_\_\_\_

\_\_\_\_\_

**Course Number:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Instructor's Name:** \_\_\_\_\_

**Grade Received** \_\_\_\_\_

Summarize your reasons for this appeal and why the remedy requested is appropriate (you may use additional sheets).

You may only appeal the final grade for a course. You may appeal if:

- You are able to demonstrate that "an inappropriate grade was assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned other students."
- You wish to challenge the reduction of a grade for alleged scholastic dishonesty.

Remember that the burden of proof is on the student, except in cases of academic dishonesty, where the burden of proof is on the instructor.

When you should NOT appeal:

- If you feel the course was poorly designed or you received poor instruction — these may be legitimate concerns, but are more appropriately addressed by the department head.
- If you feel that students were graded too severely, provided that all the students in the class were graded in the same fashion.

**Remedy Requested:**

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\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date