

**UNIVERSITY OF TENNESSEE AT CHATTANOOGA**  
**UNDERGRADUATE STUDENT GRADE APPEAL REQUEST**

*I. Student Information. Read the policy on the reverse side and complete the following information. (Please print.)*

Name: \_\_\_\_\_

Local Address : \_\_\_\_\_ Phone: (h) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (w) \_\_\_\_\_

UTC E-mail Address: \_\_\_\_\_ (c) \_\_\_\_\_

Current admission classification: \_\_\_\_\_ Major: \_\_\_\_\_ Projected Graduation Date: \_\_\_\_\_

I am appealing a grade of \_\_\_\_\_ received in \_\_\_\_\_ from \_\_\_\_\_ during  
Letter Grade Dept/Course Number/Section Professor of Record

\_\_\_\_\_ that I believe is an ( ) unfair grade, ( ) arbitrary grade, or a ( ) malicious grade.  
Semester and Year

**I have attached a written letter of appeal explaining the reason(s) on which the appeal is based and supporting documentation (including a copy of the course syllabus and grades received on coursework during the semester), and I authorize the release of my academic records to the Dean's Office of my College.**

\_\_\_\_\_  
 Student's Signature Date

*II. Request for Grade Appeal*

We acknowledge that the first two steps of the appeal procedure (consultation with the instructor and department head/director) have been followed, and this complaint has not been resolved.

\_\_\_\_\_  
 Student's Signature Date

\_\_\_\_\_  
 Instructor's Signature Date

\_\_\_\_\_  
 Department Head's Signature Date

*III. Recommendation of Grade Appeals Committee:*

Recommendation made: \_\_\_\_\_

\_\_\_\_\_  
 Chair of the Faculty Grade Appeals Committee Date      \_\_\_\_\_  
 Dean of the College Date

Committee Members present:

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

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

If the student and/or faculty member rejects the recommendation of the Grade Appeals Committee, the appeal documents will be forwarded to the UTC Chancellor.

Appeal received in Dean's Office: \_\_\_\_\_ by \_\_\_\_\_  
Date/Time Staff Member's Initials

\_\_\_\_\_  
 Student has talked with the Dean; will proceed with appeal \_\_\_\_\_ will not proceed with appeal \_\_\_\_\_

\_\_\_\_\_  
 UTC Grade Appeals Committee members contacted

\_\_\_\_\_  
 Department Head contacted; Observers appointed/contacted \_\_\_\_\_

\_\_\_\_\_  
 Professor of Record contacted \_\_\_\_\_ Student contacted \_\_\_\_\_

Scheduled date/time/location of appeal hearing \_\_\_\_\_

\_\_\_\_\_  
 Documentation received from Professor of Record and distributed to Grade Appeals Committee, professor of record, student, observers

\_\_\_\_\_  
 Student notified of Committee's decision by email and hard copy; Committee, professor of record, observers, and Chancellor's Office notified