

THE GRADUATE SCHOOL • VALDOSTA STATE UNIVERSITY  
GRADE APPEAL FORM

NAME _____	DATE _____	
ADDRESS _____	PHONE _____	
CITY _____	STATE _____	ZIPCODE _____
STUDENT #ID _____	MAJOR _____	
ADVISOR _____	DEPARTMENT _____	

BREIFLY EXPLAIN REASON FOR GRADE APPEAL: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Graduate School will not hear an appeal by a student unless that student has exhausted the appellate procedures in the relevant Department and College and has been unable to reach a satisfactory resolution of the problem.

Have you appealed the decision in the following order?

Department Level \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, date of appeal \_\_\_\_\_

Decision at Department Level \_\_\_\_\_

Signed by Advisor/Department Head \_\_\_\_\_

College Level \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, date of appeal \_\_\_\_\_

Decision at College Level \_\_\_\_\_

Signed by Committee Chair \_\_\_\_\_

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Appeals made to the Dean of the Graduate School must be in writing and must include this form with written documentation from each stage of the appellate process. Upon receipt of a written appeal, the Dean of the Graduate School will first determine if the appeal is an appropriate one for the Graduate School to hear. If the appeal is appropriate for the Graduate School to hear, the Dean may choose to discuss the issue with the parties involved in an attempt to reach a satisfactory resolution of the problem, or the Dean may appoint a committee to hear the appeal. If the Dean chooses to discuss the issue with the parties involved, and no satisfactory resolution of the problem is reached, the Dean must appoint an ad hoc Appeals Committee to hear the appeal. The ad hoc committee will consist of three members selected from the Graduate Executive Committee and one of whom will be appointed by the Dean to serve as chair. Two members of the committee must come from outside the College involved in the appeal.

This form must be provided with all supporting documentation including a letter of appeal addressed to the Dean of the Graduate School. Each member of the appeals committee will be provided copies of said documentation. The committee chair is responsible for providing all interested parties with a notice of the date, time, and location of the hearing.

Upon completion of the hearing, the ad hoc Appeals Committee will submit its recommendation in writing to the Dean of the Graduate School within one week after the hearing. The Dean of the Graduate School will make a decision on the appeal and then notify all parties of the disposition of the appeal, in writing, within one week. Copies of all decisions and related materials will be forwarded to the Vice President for Academic Affairs. If no satisfactory resolution of the appeal has been reached at this point, the student has the right to carry the appeal to the Vice President of Academic Affairs. Such an appeal must be provided in letter form to the Office of the Vice President for Academic Affairs no later than thirty (30) calendar days after the student has received the decision of the ad hoc Appeals Committee.

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DATE RECEIVED BY THE GRADUATE SCHOOL \_\_\_\_\_

DATE REVIEWED BY THE GRADUATE DEAN \_\_\_\_\_

Form Ad Hoc Committee? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, Committee Members:

Chair - Name/Department \_\_\_\_\_

Name/Department \_\_\_\_\_

Name/Department \_\_\_\_\_

HEARING DATE: \_\_\_\_\_ DECISION DATE: \_\_\_\_\_

STUDENT NOTIFIED: \_\_\_\_\_ Method: \_\_\_\_\_

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SIGNATURE OF DEAN – GRADUATE SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_