

CHSS Course Grade Appeal/Grievance Form

Students who believe they have a case that meets the grounds for grade appeal listed in the Catalog must follow this process:
<http://catalog.kennesaw.edu/content.php?catoid=34&navoid=2678#gradeappeals>

Student's Name: _____ KSU ID# _____

Mailing Address (street, city zip): _____

KSU Email _____ **All email correspondence will be sent to KSU email.**

Main Phone # _____ Other Phone # _____

Per the instructions outlined in the catalog: **Are you appealing an official final grade for a course?** **Y** **N**

Did you meet with the professor? Y N Date of Meeting: _____

Professor's Name: _____ Semester: _____

Course Title: _____ CRN: _____ Section: _____

What was the outcome of your meeting?
(If you did not meet with the professor, please explain why.)

Did you meet with the Department Chair? Y N Date of Meeting: _____

What was the outcome of your meeting?
(If you did not meet with the Department Chair, please explain why.)

State below the chief reason(s) for the grade appeal/grievance. **Attach Syllabus** and any necessary additional documentation.

Submit your paperwork to the CHSS Dean's Office, SO 5010.

If you have additional questions, please contact the Dean's Office:

(470) 578-6124

hssdean@kennesaw.edu

DATE SUBMITTED: _____

SYLLABUS ATTACHED: _____