

**Writing Program
Illinois State University**

Grade Appeal Form

If you have questions or concerns about your grades in your Eng 101 or Eng 145 series course, the first step should always be to request a meeting with the course instructor to discuss the issues. However, for students who wish to appeal their grades, the following procedures apply:

1. Complete the course. (Students cannot appeal ongoing grades during a course. The Grade Appeal process is for appealing **final grades only**.)
2. If you wish to have your course grade reconsidered, please make sure that you have first contacted your instructor and arranged a meeting to discuss the grade.
3. If, after meeting with your instructor, you still wish to appeal, please contact the Writing Program Assistant Director, Nancy McKinney.
4. Students applying for a formal appeal must submit a complete portfolio of their work for the semester (including all materials, not just finished writing projects).
5. Student must additionally submit a rationale that explains which specific aspects of the course work they feel should be reconsidered, and why.
6. The Program Assistant Director will review the materials and then consult with the course instructor to decide whether the course grade should be reconsidered.
7. If an appeal is granted, the Assistant Director will then facilitate the review with the instructor.
8. If the student's instructor has left the university, the Assistant Director will manage the appeal process with the help of the Writing Program Director.

Contacts:

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Student Name _____ **Date** _____

ISU ID # _____

Phone _____ **Email** _____

Course # _____ **Semester** _____ **Course title** _____

Instructor _____

_____ I have discussed my grade with my instructor and still wish to appeal.

_____ I have been unable to discuss my grade with my instructor because _____

_____ My instructor has left the University.

Documents submitted in portfolio for review:

Title:	Electronic or Hard Copy
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

You may use a separate page or the back of this form for additional documents

Rationale submitted _____ Electronic or Hard Copy _____

Student Signature

Date