

RCHSS Course Grade Appeal/Grievance Form

Students who are appealing a course or filing a grievance must follow this process:

<http://catalog.kennesaw.edu/content.php?catoid=34&navoid=2678#gradeappeals>

Students should complete this form to appeal the decision made by the Department Chair/School Director. If you have not met with the Department Chair/School Director yet, please do so before completing this form.

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 RCHSS Dean's Office, SO 5010.

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

(470) 578-6124 | chssdean@kennesaw.edu

Office Use Only

DATE SUBMITTED: _____

SYLLABUS ATTACHED: _____