

Academic Grade Appeal / Late Withdrawal Form

When submitting a Final Grade Appeal or a request for a Late Withdrawal, you must complete all of the information requested below and attach all documents that support the request. Please note: your appeal may be delayed, possibly denied, if you do not attach the documentation pertaining to the 3 Steps in this form. All appeals must be submitted within 1 year of the posting of the grade.

Step 1. Student and Course Information

Name of Student:

Student V#: V00

Home Address:

Email:

Phone:

Please mark an X next to the appropriate statement below regarding your request.

Requesting a retroactive (late) withdrawal

Requesting a change of grade from ___ to ___

Include the following information for each course below:

Course Title, Course #, Section, Instructor, Semester, Year

Example: Fundamentals of Chemistry, 1030, 001, Jane E. Doe, Fall, 2019

A.

B.

C.

D.

E.

Were you receiving financial aid during the disputed semester?

(Circle One) Yes / No

All students have the option to appear before the committee when their cases are heard. Do you wish to make a personal appearance before the Committee?

(Circle One) Yes / No

Step 2. Contacting Your Instructor(s)

It is your responsibility to contact the instructor. If you need help obtaining instructor information, please see the following division contact information.

Division	Phone	Location
Business & Technology	615-230-3301	Mattox 101-B
Health Sciences	615-230-3330	Wallace 102-O
Humanities	615-230-3201	SRB 208
Math & Science	615-230-3261	Warf 100
Social Sciences & Education	615-230-3231	Caudill 222
*TN eCampus	615-230-4833	Ramer 140-F

*Tennessee eCampus course appeal. Prior to filling out this form contact TN eCampus via email at TNeCampusSupport@volstate.edu. Students must go through the eCampus appeal process first. They then must include a copy of email communication of the verdict of that process which states why the faculty denied the appeal.

Fill out one of the statements below.

I (name) _____ met with and/or emailed the course instructor (name) _____ on (date)_____.

Or

I (name) _____ met with and/or emailed the department chair/dean (name) _____ on (date)_____.

Step 3. Attachments of supporting documentation.

Please mark an X next to all relevant materials/evidence attached to this document.

- A. A detailed explanation of your request **(REQUIRED)**
- B. If accessible, the course syllabus and/or outline
- C. The relevant assignment(s), paper(s) or examination(s)
- D. The instructor's comment or notes about the assignment, paper or examination
- E. Relevant email correspondence between the instructor and student
- F. If applicable, any supporting medical documentation. *Example:* doctor's note
- G. Any other information or documentation that is relevant to the appeal

IMPORTANT: A final grade appeal may result in an increase, decrease, or no change in the original grade. Any documentation provided may be shared with the course instructor as well as other pertinent personnel.

Student's Signature _____ **Date:** _____

Completed appeals must be received 2 weeks prior to the committee meeting date.

Committee Meeting Dates

Summer 23

June 20th 10 AM

August 1st 10 AM

Fall 23

September 15, 2023

October 20, 2023

November 17, 2023

Spring 24

February 16, 2024

March 15, 2024

April 19, 2024

The completed and signed form, along with any relevant supporting documentation, must be returned either in person to the Office of Records and Registration or via e-mail at records@volstate.edu.

