



**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university

**Vice President
Provost of the University**

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FINAL COURSE GRADE CHALLENGE FORM

Section A: Background Information

Your Name _____ UID: _____

Local Address _____

City/State/Zip _____

Phone: _____ e-mail: _____

Permanent Address _____

City/State/Zip _____

Course Name and Number _____ Department/School: _____

Semester: Fall Spring Summer 20__

Instructor: _____ Grade Assigned: _____

Section B: The Basis of Your Challenge

Summarize all the facts relevant to your challenge. Please be specific. Describe the reasons you believe the grade is arbitrary or capricious, defined as:

- a) the assignment of a final course grade was made on a basis other than the student's academic performance in the course;
- b) the assignment of a final course grade was based on standards that differ unreasonably from the standards applied to other students in the course; **or**
- c) the assignment of a final course grade in a manner that substantially or unreasonably departed from the instructor's articulated standards.

Section C: Consultation with the Instructor

Date(s) of consultations to discuss the grade you are appealing:

Summarize the outcomes of those discussion(s)

Section D: List of Supporting Documentation

Please list all attached documents you are submitting to support why you believe that the grade you are challenging is arbitrary or capricious. Supporting documentation may include, but is not limited to, the course syllabus and artifacts of your work in the course (e.g., papers, exams).

Submit this form to the Chair/Director of the Department/School that offered the course within 10 business days of the beginning of the academic semester following the end of the semester in which you took the course. (Spring course grades may be challenged during the summer but as late as the 10th day of the immediately following Fall semester.)