

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=29&navoid=2335#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: _____