

## GRADE APPEAL PROCEDURES

In order to formally appeal a final grade in a course, the student must follow these procedures. The student must submit this form with supporting documents to the Grade Grievance Coordinator no later than five (5) weeks after the final grade in dispute has been posted. Grade appeals filed after this deadline will not be considered by the committee.

### Student Responsibility

- Before formally appealing a grade, the student must discuss the disputed grade with the instructor to seek a mutually satisfactory resolution.
- If an acceptable resolution is not reached, the student may appeal the grade to the Grade Grievance Coordinator. The student should submit
  - The completed form entitled “Grade Appeal Cover Sheet.”
  - A one page (or less) statement that succinctly describes the nature of the grade appeal. The statement should be specific, clear, and supported by evidence.
  - The following **original** documents (important: students should keep copies of these documents for their records):
    - The course syllabus and any revisions to the syllabus made by the instructor;
    - All exams, graded;
    - All research papers, graded;
    - All assignments, graded;
    - Documented communication with instructor (e-mail, letters, phone contact) specifically regarding the disputed grade.
- Copies of all these documents will be sent to the instructor for review.

### Instructor Responsibility

The instructor has 10 days to respond in writing to the Grade Appeal Committee by providing the following:

- 1) A response to the student’s appeal;
- 2) An explanation of how the final grade was determined;
- 3) Copies of all graded student work;
- 4) Documentation of pertinent communication with the student.
- 5) When all documents from both the student and the instructor are received by the Grade Grievance Coordinator, the committee will meet to review the appeal. Their decision will be communicated in writing to the student and instructor.

## GRADE APPEAL COVER SHEET

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Format:      Online            In Class

Name of Instructor: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_

**Please complete and mail this form along with all relevant documents via certified mail to:**

**Grade Grievance Coordinator  
Vysoká škola manažmentu  
Panónska cesta 17  
851 05 Bratislava**

**Grade Grievance Coordinator  
Vysoká škola manažmentu  
Bezručova 64  
911 01 Trenčín**

**These materials must be postmarked within five weeks of the posting of the disputed final grade.**