



Registrar's Office 200 High Street, Glenville, WV 26351 304-462-4117 Fax: 304-462-8619 [registrar@glenville.edu](mailto:registrar@glenville.edu)

**Step 1: Complete and sign top section of form.**

Student's Name \_\_\_\_\_ GSU ID# \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

Cell  Permanent

I am appealing a grade in: CRN-SUBJ-CRSE \_\_\_\_\_ Term/Year \_\_\_\_\_

Final Grade  Assignment  Quiz/Test  Project/Paper  Other: \_\_\_\_\_

Grade Assigned: \_\_\_\_\_ Grade I believe I earned: \_\_\_\_\_

Comments (attach additional sheets as needed): \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Step 2: Submit form to the instructor of the class. Instructor will complete and sign next section.**

I spoke to the student via \_\_\_\_\_ on \_\_\_\_\_ and we were able to resolve the issue.  
(email/phone/in person) date(s)

I spoke to the student via \_\_\_\_\_ on \_\_\_\_\_ and we were not able to resolve this issue.  
(email/phone/in person) date(s)

**Instructor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments (attach additional sheets as needed): \_\_\_\_\_

**If there is no resolution and the student requests to continue with the appeal, this form must be forwarded to the Registrar's Office within seven (7) workdays. The Appeal will then be reviewed by the Academic Appeals Committee. If there was a resolution and a grade change is warranted, the instructor must submit a Grade Change Request form along with this form to the Registrar's Office.**

**Academic Appeals Committee Recommendation:** (if applicable) \_\_\_\_\_

Agree  Disagree

**Provost:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_