

**Eastern Illinois University
Grade Appeal Policy**

**FORM 3
Summary of Fact Finding by the University Grade Appeal Committee**

Student _____

Faculty Member _____

Department _____

Prefix, Number & Section _ _____

Course Title _____

Term & Year _____

Date of Fact Finding Meeting _____

Part A. Decision of the University Grade Appeal Committee

_____ The grounds for the grade appeal are not supported and the grade will remain on the student's transcript.

_____ The grounds for the grade appeal are supported and the grade on the student's transcript will be changed from _____ to _____.

Part B. Participant Summary

1. Attach a list with the signatures of everyone who attended the Fact Finding Session.
2. In the space below (or on a separate sheet of paper), provide the following information.

The following individuals made statements that were considered by the University Grade Appeal Committee:

Name of Person	Statement Requested By (student or faculty member)	Type of Statement (oral and/or written)

Part C. Findings and Explanation

Findings on Ground 1: A mathematical error in calculation of the grade or clerical error in recording of the grade that remains uncorrected.

Did the faculty member make a mathematical error in calculation of the grade that remains uncorrected?

_____ Yes If yes, attach a summary to explain.

_____ No

_____ Not applicable

Did the faculty member make a clerical error in recording the grade that remains uncorrected?

_____ Yes If yes, attach a summary to explain.

_____ No

_____ Not applicable

Findings on Ground 2: The assignment of a grade by application of more exacting requirements than were applied to other student in the course.

Did the faculty member apply more exacting requirements to this student than were applied to other students in the course?

_____ Yes If yes, attach a summary to explain.

_____ No

_____ Not applicable

Findings on Ground 3: The assignment of a grade on some basis other than performance in the course.

Did the faculty member assign a grade to this student on some basis other than performance in the course?

_____ Yes If yes, attach a summary to explain.

_____ No

_____ Not applicable

Findings on Ground 4: The assignment of a grade by a substantial departure from the faculty members' previously announced standards.

Did the faculty member substantially depart from the previously announced standards in assigning a grade to this student?

_____ Yes If yes, attach a summary to explain.

_____ No

_____ Not applicable

Chair of the University Grade Appeal Committee

Date