



University of Colorado
Denver

College of Liberal
Arts and Sciences

CLAS Academic Standards Committee

GRADE APPEAL PETITION

University of Colorado Denver
College of Liberal Arts and Sciences
North Classroom (NC) 1030 | 303-315-7100

Step 1: Complete student information

Name: _____ Student ID: _____
First MI Last

Major: _____ CU GPA: _____

Phone: _____ Email: _____@UCDenver.edu

Step 2: Complete course information

Term	Course Prefix	Course Number	Section Number
<i>ex: Fall 2019</i>	<i>HIST</i>	<i>4343</i>	<i>001</i>

Step 3: Verify that you agree to each statement below by initialing beside them

☐ I **am not** appealing my grade in response to **alleged discrimination**. In cases of alleged discrimination, please speak to the Associate Dean of Student Success in the College of Liberal Arts and Sciences for further information

☐ I **am not** appealing my grade in response to alleged **academic dishonesty or misconduct**. Grade issues related to charges of academic misconduct are adjudicated by Student Conduct & Community Standards in the Dean of Students Office. For information, email studentconduct@ucdenver.edu or visit the Deans of Students Office in the Tivoli Student Union 309.

☐ I **understand** that this appeal must be submitted within one calendar year of the instructor submitting the final grade and only before graduation.

☐ I **have** discussed the grade with the **course's instructor** and the instructor determined that a change of grade was not warranted.

☐ I **reviewed** the grade with the course instructor and **chair of the department** and the chair determined that the change of grade is not warranted.

☐ I **understand** that submission of this petition does not guarantee approval.

☐ I **will check** my CU Denver email account for notification of the decision of my Grade Appeal Petition.

☐ I **have informed the faculty member** that I am pursuing a grade appeal for their class and asked for an evaluation.

☐ I **have informed the department chair** that I am pursuing a grade appeal for this class and asked for an evaluation.

Step 4: Compile Petition (initial that you have included the following petition components)

☐

Student statement, answering the following:

- Why are you appealing the grade now?
- What actions have you taken to appeal the grade with the instructor and the department chair?
- What grade do you think you earned for this class? Why do you believe that you earned this grade? Include supporting documentation for your argument.

☐

Copy of class syllabus, including:

- Grading policy for class
- Class policy regarding ethical issues, absences, illnesses, making up work, extra credit, participation, etc.
- Copies of any graded exams, papers, projects, etc.

☐

Instructor's evaluation, including and addressing the points below. **Note:** instructors should email their letters directly to clas.academic.standards@ucdenver.edu from their own CU Denver email accounts:

- At the top of the letter, please include the following: Student's full name, Student's Student ID number, Course's department code and course number, course title, final grade student earned in the class, and semester the student took the class.
- What factors contributed to the calculation of this grade and what did the student earn in each case (i.e. attendance, class participation, papers, assignments, exams, presentations, etc.)?
- What is your recommendation to the Academic Standard's Committee?

☐

Letter from the department chair, addressing the following:

- Why did you support the original grade submitted by the instructor? *Please note:* If the chair is the faculty of record for the course, another faculty member in the department should review this case for purposes of this petition.

☐

Unofficial transcript. You can download an unofficial transcript from your student portal, UCD Access.

Step 5: Sign below

Student Signature: _____ Date: _____

Step 5: Submit this form with petition components via the following avenues

- In person: CLAS Advising Office in North Classroom (NC) 1030
- Email: clas.academic.standards@ucdenver.edu
- Fax: 303-315-7116
- NOTE: Completed petitions will be reviewed at the committee's next scheduled meeting (monthly during the academic year)

For Office Use Only:

Approved: ☐ Decision Date: _____ Notification sent: _____

Denied: ☐

Committee Comments: _____