



## Application for Formal Inquiry-Part A

Parts A and B should be completed by the student

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

Course Number and Title: \_\_\_\_\_ Year/Semester: \_\_\_\_\_

Course Faculty member(s): \_\_\_\_\_ Grade Assigned: \_\_\_\_\_

This form is to be used in accordance with the procedures for submitting a formal written appeal for adjudication through the appeal system as outlined in the University catalog. This form is to be completed in full by the student and submitted to the Office of the Registrar for review by the appropriate Student Academic Standards Committee.

*Note: The Application for Formal Inquiry can be discontinued at any step within this process. Discontinuing the process may occur due to the student's decision to stop the process for formal inquiry or all parties have come to agreement. If all parties have come to an agreement regarding the appeal, formal notification (i.e., change of grade form) of the appeal decision should be submitted along with the Application for Formal Inquiry to the Office of the Registrar.*

**Step One:** Meet with the course faculty member and provide a brief description of the outcome of your meeting. This description should contain information concerning all meetings with the faculty member. Give the date(s) of the meeting(s). Cite your opinion about why the meetings did not yield a satisfactory result.

**Step Two:** Meet with the department chair/program director and provide a brief description of the outcome of your meeting. This description should contain information concerning all meetings with the department chair/program director. Give the date(s) of the meeting(s). Cite your opinion about why the meetings did not yield a satisfactory result.

**Step Three:** Meet with the Dean of Undergraduate Education or Dean of Graduate and Professional Studies and provide a brief description of the outcome of your meeting. This description should contain information concerning all meetings with the Dean of Undergraduate Education or Dean of Graduate and Professional Studies. Give the date(s) of the meeting(s). Cite your opinion about why the meetings did not yield a satisfactory result.

## Application for Formal Inquiry-Part B

Part B is to be completed by the student if the Application for Formal Inquiry is being forwarded to a Student Academic Standards Committee.

A student wishing to submit an Application for Formal Inquiry must provide the reason for the appeal in one or more of the areas below. Attach additional sheets if necessary. Be specific.

1. *The rules established for assigning grades in the course allegedly have been violated.* What were the rules and how were they violated?
2. *The faculty member has allegedly violated academic freedom by grading on some basis other than academic performance in the course.*  
What non academic factors entered into the grade?
3. *Extenuating circumstances such as illness, incapacity, or absences of the instructor generate uncertainty regarding the appropriateness of the grade assigned.*  
Explain the circumstances.
4. *The student is appealing a finding of academic dishonesty by the faculty member.* Explain.

Please provide your desired outcome from the review of the Application for Formal Inquiry by the Student Academic Standards Committee:

I confirm that the information provided in this Application for Formal Inquiry is complete in accordance with the appeal procedures as outlined in the Undergraduate/Graduate catalog.

***I understand the decision of the Student Academic Standards Committee is final.***

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Student Signature

Date

## Application for Formal Inquiry-Part C

The first three lines of Part C are to be completed by the student. The remainder of Part C is to be completed by University representatives.

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

Course Number and Title: \_\_\_\_\_ Year/Semester: \_\_\_\_\_

Course Faculty member(s): \_\_\_\_\_ Grade Assigned: \_\_\_\_\_

This form is to be used in accordance with the procedures for submitting a formal written appeal for adjudication through the appeal system as outlined in the University catalog. This form is to be completed in full by the appropriate University representatives and submitted to the Office of the Registrar for review by the appropriate Student Academic Standards Committee.

*Note: The Application for Formal Inquiry can be discontinued at any step within this process. Discontinuing the process may occur due to the student's decision to stop the process for formal inquiry or all parties have come to agreement. If all parties have come to an agreement regarding the appeal, formal notification (e.g. change of grade form) of the appeal decision should be submitted along with the Application for Formal Inquiry to the Office of the Registrar.*

**Step One:** The faculty member will meet with the student and provide a brief description of the outcome of the meeting. This description should contain information concerning all meetings. Give the date(s) of the meeting(s). Cite your opinion about why the meetings did not yield a satisfactory result to all parties.

**Step Two:** The department chair/program director will meet with the student and provide a brief description of the outcome of your meeting. This description should contain information concerning all meetings. Give the date(s) of the meeting(s). Cite your opinion about why the meetings did not yield a satisfactory result to all parties.

**Step Three:** The Dean of Undergraduate Education or Dean of Graduate and Professional Studies will meet with the student and provide a brief description of the outcome of the meeting. This description should contain information concerning all meetings. Give the date(s) of the meeting(s). Cite your opinion about why the meetings did not yield a satisfactory result to all parties.