



LAKE SUPERIOR STATE UNIVERSITY

Grade Appeal Record of Action

Student: _____

Course: _____

Instructor: _____

This form is to accompany all documentation of communication regarding the Grade Appeal issue.

	Action	Documentation	Signatures
1.	Initial Discussion Meeting Between Faculty and Student (in-person, virtual, email, phone call) within 20 UWD (University Working Days) of posting of final grade	Date:	Faculty: Student:
2.	Date of Notification and/or Discussion about Appeal process and expectations with Academic Advisor by Student (or an alternate Faculty member or School Chair if Course Faculty and Academic Advisor are the Same Person) - OPTIONAL	Date:	Advisor:
3.	Student Written Appeal to Faculty If issue not resolved, student written appeal to faculty within 5 UWD of discussion with faculty in step one.	Date of receipt:	Faculty:
4.	Faculty Written Response to student within 5 UWD	Date of receipt:	Student:
5.	Student Written Request to Dean – within 3 UWD of receipt of Faculty response	Date of receipt: <input type="checkbox"/> Appeal packet to Dean with all attachments	Dean:
6.	Dean’s Written Response – must occur within 5 UWD of receipt of appeal	Date of response: <input type="checkbox"/> Attach Dean’s response, return to student <input type="checkbox"/> Copies of response to Faculty and Academic Advisor	Student:
7.	Student Written Request for Provost Review – request must be presented to Provost’s Office within 3 UWD of receipt of the Dean’s response	Date of receipt: <input type="checkbox"/> Appeal packet to Provost’s Office (provost@lssu.edu) with all attachments	Provost’s Office:
8.	Provost Determination - The Provost will make the final determination of the outcome of the appeal.	Date of response: Copies to: <input type="checkbox"/> Student	

	<ul style="list-style-type: none">• The Provost will prepare final written determination within 20 UWD of the receipt of the student request.• PROVOST OPTION: The Provost may also exercise the option of appointing an ad hoc Appeal Board for advisement on this determination. The Appeal Board will be comprised of at least:<ul style="list-style-type: none">○ 1 Academic Dean○ 1 Student○ 1 Faculty member	<ul style="list-style-type: none"><input type="checkbox"/> Faculty<input type="checkbox"/> Advisor<input type="checkbox"/> Dean	
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