

RCHSS Course Grade Appeal/Grievance Form

Students who are appealing a course or filing a grievance must follow this process:

[Grade Appeal Process in Undergraduate Catalog Link](#)

Students should complete this form to appeal the decision made by the Department Chair/School Director. Please do not complete this form until you have received a decision from your Department Chair/School Director.

Student's Name:

KSU ID#

Mailing Address (street, city zip):

KSU Email

All email correspondence will be sent to KSU email.

Main Phone #

Other Phone #

Per the instructions outlined in the catalog:

Are you appealing an official final grade for a course? Y N

Did you meet with the professor? Y N

Date of Meeting:

Professor's Name:

Semester:

Course Title:

CRN:

Section:

What was the outcome of your meeting?

(If you did not meet with the professor, please explain why.)

Did you meet with the Department Chair? Y N Date of Meeting:

What was the outcome of your meeting?

(If you did not meet with the Department Chair, please explain why.)

State below the chief reason(s) for the grade appeal/grievance. **Attach Syllabus** and any necessary additional documentation.

Please email this form, syllabus, and any other supporting documentation to the RCHSS Dean's Office at rchssdean@kennesaw.edu

If you have additional questions, please contact the Dean's Office:
(470) 578-6124 | rchssdean@kennesaw.edu

Office Use Only

DATE SUBMITTED: _____

SYLLABUS ATTACHED: _____