

Nicholls State University  
Student Final Grade Appeal Form

Informal Procedures: (must be initiated within 30 calendar days of when the final grade is posted)

1. This form is to be used by students who wish to initiate a **final grade appeal** and who have attempted to resolve the matter with the instructor. A student may only appeal the final grade in a course.
2. Students may request assistance with the appeal process from the SGA Director of Student Rights and Grievances. The SGA Office is located in the Student Union. The telephone number is 985-448-4557, email is [SGA.Rights@nicholls.edu](mailto:SGA.Rights@nicholls.edu)
3. If the matter is not resolved with the instructor, the student may pursue the issue by completing this form and submitting it to the department head within 60 calendar days of when the final grade was posted. If the matter is resolved with the instructor, the student is encouraged to keep this form for his/her records.

**Grievance Information**

Name of Student: \_\_\_\_\_ N Number: \_\_\_\_\_

Local Telephone Number: \_\_\_\_\_

Nicholls Email Address: \_\_\_\_\_

Type of Grievance: Final Grade Appeal

Name of Instructor: \_\_\_\_\_ Course: \_\_\_\_\_

Date Final Grade Posted in Banner: \_\_\_\_\_

Please provide a written description of the appeal request (attach to this form):

- A. detailed description of the nature of the grade appeal;
- B. description of the informal procedures taken by the student to resolve the matter, including date student met with instructor;
- C. description of documentary evidence to be used in support of the grade appeal (copies should be attached if available), and
- D. Remedial action requested by the student.

TO BE COMPLETED BY DEPARTMENT HEAD:

Date student submitted copy of final grade appeal form to department head: \_\_\_\_\_

Date student met with department head: \_\_\_\_\_

Matter satisfactorily resolved with department head: \_\_\_\_yes \_\_\_\_ no

Department Head Signature: \_\_\_\_\_

If the matter is not satisfactorily resolved, the student may request a hearing on the matter by submitting a copy of the final grade appeal form to the Dean within 90 days of when the final course grade was posted.

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Formal Procedures: Formal grievances must be filed within 90 days of when the final course grade was posted.

TO BE COMPLETED BY DEAN:

Date final grade appeal form submitted to Dean of the College: \_\_\_\_\_

Date Dean provided student a copy of the formal final grade appeal procedures: \_\_\_\_\_

Date final grade appeal referred to Chair of College Academic Grievance Committee: \_\_\_\_\_

Date of Committee Hearing: \_\_\_\_\_

Date Committee findings and recommendations forwarded to Dean: \_\_\_\_\_

Date parties notified of Dean's decision\*: \_\_\_\_\_

Dean Signature: \_\_\_\_\_

The Decision of the Dean is final. \*