



# UNDERGRADUATE GRADE APPEAL FORM

PLEASE RETURN THIS FORM TO:

School Dean  
Thomas Edison State University  
111 W. State St.  
Trenton, NJ 08608-1176

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

University ID: \_\_\_\_\_ School Enrolled In: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Section # \_\_\_\_\_

Name of Mentor: \_\_\_\_\_

Semester course was taken: \_\_\_\_\_

Were you approved for an extension to complete the course? Yes No

## STEP 1

You must first correspond with the Course Mentor about your grade either by email, phone or U.S. mail.  
*Please note that in order to receive credit for the course you must have earned a passing average on the total of all assigned course work (e.g., examinations, assignments, projects, discussion postings, etc.)*

## STEP 2

### Preparing your written appeal

Provide the following information:

1. State the outcome of your interaction with the first person of contact;
2. Explain clearly and concisely the basis for your grade appeal;
3. Provide evidence in support of your appeal with factual information;
4. Attach documentation to support your appeal (examples: feedback form, assignments, personal records, etc.)

**Mail, email or fax the Undergraduate Grade Appeal Form to the attention of the dean of appropriate school in which the course was offered (for example, ATTN: Dean, School of Business and Management)**

| School   | Email address              | Fax Number   |
|--|----------------------------|--------------|
| School of Applied Science and Technology                       | appliedsciandtech@tesu.edu | 609-292-7608 |
| School of Business and Management                              | sbm@tesu.edu               | 609-292-7608 |
| Heavin School of Arts and Sciences                             | heavin@tesu.edu            | 609-984-0740 |
| W. Cary Edwards School of Nursing                              | nursing@tesu.edu           | 609-292-8279 |
| John S. Watson School of Public Service and Continuing Studies | watsonschooll@tesu.edu     | 609-777-3207 |



## Undergraduate Final Grade Appeal Policy and Instruction Form

Thomas Edison State University  
111 W. State St.  
Trenton, NJ 08608-1176

### POLICY

Thomas Edison State University recognizes that it is in the best interest of all students and the institution to resolve disputes promptly, fairly and equitably. Students may appeal a grade or credit decision given for Thomas Edison State University courses, Prior Learning Assessment, Thomas Edison Credit by Exam Program (TECEP®) or Practicum when they believe the grade to be in error, or awarded through prejudice or caprice. The burden of proof rests with the student and we strongly suggest the student work with the mentor to resolve the issue.

### PURPOSE

The grade appeal process is for students who have evidence that an inappropriate grade has been assigned as a result of prejudice, caprice or other improper conditions, such as mechanical error or assignment of a grade inconsistent with the standards in the syllabus.

*Please note that in order to receive credit for the course, you must have earned a passing average on the total of all assigned course work (e.g., examinations, assignments, projects, discussion postings, etc.).*

### PROCEDURE

1. Students must initiate an appeal within thirty (30) days of the issuing of a final grade.
2. The student will first contact the course mentor either by email, telephone, or U.S. mail.  
**The appeal will not be heard until this step is taken.**
3. If the student is not satisfied with the results of this initial contact, or if the course does not have a mentor, the concern must be presented in writing to the School Dean in which the course is offered using the appeal form.
  - a. The School Dean will mediate between the mentor and the student to obtain resolution of the issue.
  - b. If the student is dissatisfied with the decision of the School Dean, the student may make a written appeal to the Office of the Provost within ten (10) business days.
  - c. The Provost will respond within thirty (30) days with a final decision.