

Grade Appeal Form 4-Final Appeal to the Provost

Instructions: Student must complete this form if the student was unable to satisfactorily resolve the grade appeal in the Appeal to the Vice Provost as provided in Step 3 of **FPU-5.0071AP Student Grade Appeals**. This form must be received by the University Registrar within five (5) business days of the date the Registrar sent the student the decision related to the Step 3 Appeal to the Vice Provost Form or the grade appeal will be denied.

STUDENT TO COMPLETE		
Student Name	Student UID Number	
Address City, State, Zip		
Phone Number	Email Address @floridapoly.edu	
COURSE INFORMATION		
Course Number and Section	Semester & Year	Instructor's Name
Course Name		
GRADE DISPUTE INFORMATION		
I believe the following condition(s) apply to the grade I was awarded in the course above:		
<input type="checkbox"/> There was a computation or recording error in grading <input type="checkbox"/> Non-academic criteria were applied in the grading process <input type="checkbox"/> There was a gross violation of the grading statement in the Instructor's course syllabus		
Provide any new information not previously included on your Grade Appeal Forms that supports your grade appeal.		
I hereby declare that the information included in this Grade Appeal Form 4 is true, correct, and complete to the best of my knowledge, and I am requesting a final appeal to the Provost. I understand that any misrepresentation of information may result in disciplinary action as stipulated in the Student Code of Conduct.		
_____ Student's Signature <i>Student must submit the completed and signed form to the University Registrar via email to Registrar@floridapoly.edu</i>	_____ Date	
PROVOST TO COMPLETE		
I have reviewed the information related to the grade appeal, and:		
a. If the Vice-Provost found this grade appeal was without merit in Step 3 my decision is: <input type="checkbox"/> to uphold the Vice-Provost's decision and therefore the grade remains as decided in Step 3 – OR - <input type="checkbox"/> to reverse the Vice-Provost's decision. I designate _____ to appoint a Student Academic Review Committee to conduct a formal review of the grade appeal and, after receiving the Committee's findings and recommendation, to make a decision under Step 3 of the Student Grade Appeal procedure.		
b. If a formal review was conducted in Step 3 , my decision is: <input type="checkbox"/> Grade remains as decided in Step 3- OR - <input type="checkbox"/> Grade is changed to New Grade: _____		
_____ Provost's Signature <i>Provost must send completed form to the University Registrar via email to Registrar@floridapoly.edu</i>	_____ Date	
REGISTRAR TO COMPLETE		
Date Grade Appeal Form 4- Final Appeal to the Provost first received from Student: _____		
Was request timely? <input type="checkbox"/> Yes OR <input type="checkbox"/> No, therefore appeal is denied.		
Grade Appeal Form 4 with decision sent to the student on : _____		
_____ Registrar's Signature	_____ Date	