

**Eastern Illinois University  
Grade Appeal Policy**

**FORM 3  
Summary of Fact Finding by the University Grade Appeal Committee**

Student \_\_\_\_\_

Faculty Member \_\_\_\_\_

Department \_\_\_\_\_

Prefix, Number & Section \_ \_\_\_\_\_

Course Title \_\_\_\_\_

Term & Year \_\_\_\_\_

Date of Fact Finding Meeting \_\_\_\_\_

**Part A. Decision of the University Grade Appeal Committee**

\_\_\_\_\_ The grounds for the grade appeal are not supported and the grade will remain on the student's transcript.

\_\_\_\_\_ The grounds for the grade appeal are supported and the grade on the student's transcript will be changed from \_\_\_\_\_ to \_\_\_\_\_.

**Part B. Participant Summary**

1. Attach a list with the signatures of everyone who attended the Fact Finding Session.
2. In the space below (or on a separate sheet of paper), provide the following information.

The following individuals made statements that were considered by the University Grade Appeal Committee:

Name of Person	Statement Requested By (student or faculty member)	Type of Statement (oral and/or written)

**Part C. Findings and Explanation**

**Findings on Ground 1: A mathematical error in calculation of the grade or clerical error in recording of the grade that remains uncorrected.**

Did the faculty member make a mathematical error in calculation of the grade that remains uncorrected?

\_\_\_\_\_ Yes      If yes, attach a summary to explain.  
\_\_\_\_\_ No

\_\_\_\_\_ Not applicable

Did the faculty member make a clerical error in recording the grade that remains uncorrected?

\_\_\_\_\_ Yes      If yes, attach a summary to explain.

\_\_\_\_\_ No

\_\_\_\_\_ Not applicable

**Findings on Ground 2: The assignment of a grade by application of more exacting requirements than were applied to other student in the course.**

Did the faculty member apply more exacting requirements to this student than were applied to other students in the course?

\_\_\_\_\_ Yes      If yes, attach a summary to explain.

\_\_\_\_\_ No

\_\_\_\_\_ Not applicable

**Findings on Ground 3: The assignment of a grade on some basis other than performance in the course.**

Did the faculty member assign a grade to this student on some basis other than performance in the course?

\_\_\_\_\_ Yes      If yes, attach a summary to explain.

\_\_\_\_\_ No

\_\_\_\_\_ Not applicable

**Findings on Ground 4: The assignment of a grade by a substantial departure from the faculty members' previously announced standards.**

Did the faculty member substantially depart from the previously announced standards in assigning a grade to this student?

\_\_\_\_\_ Yes      If yes, attach a summary to explain.

\_\_\_\_\_ No

\_\_\_\_\_ Not applicable

\_\_\_\_\_  
Chair of the University Grade Appeal Committee

\_\_\_\_\_  
Date