

Reinhardt University Grade Appeal Form

Student Name: _____ Date: _____

Student ID#: _____ Phone: _____

RU Email Address: _____

Course Code: _____ Semester Taken: _____

Instructor: _____ Academic Year: _____

Appeals Process:

Prior to submitting your appeal to the Vice President & Dean for Academic Affairs, you must complete the first two steps of the appeals process as outlined below:

Step 1 – Try to resolve the course grade grievance with your instructor. This can be conducted by emailing your instructor and scheduling a meeting to discuss your grievance with her/him.

Date you met with your instructor: _____

Step 2 – If you cannot resolve the grade grievance with your instructor, your next step will be to submit your grievance in writing to the Dean of the School in which the course resides (see list below). Once the School Dean reviews your grievance, he/she will contact you to set up a meeting to discuss his/her decision.

Date you met with School Dean: _____

School of Arts & Humanities – Dr. Wayne Glowka 770-720-5628 awg@reinhardt.edu

School of Business – Dr. Don Wilson 770-720-5953 ddw@reinhardt.edu

School of Education – Dr. Cindy Kiernan 770-720-5889 cmk@reinhardt.edu

School of Math/Science – Dr. Jacob Harney 770-720-9102 jph@reinhardt.edu

School of Performing Arts – Dr. Frederick Tarrant 770-720-9221 fkt@reinhardt.edu

School of Professional Studies – Mr. Trey Drawdy 770-720-5927 lwd@reinhardt.edu

Step 3 – If there is no resolution after meeting with the School Dean, you may submit, in writing, your request for grade appeal. Compose a written statement explaining your reason for appeal and note the decisions made by the Instructor and School Dean in Steps 1 & 2 above. Make sure to include copies of any documentation that you want to include for consideration of your appeal. Please submit your written appeal to the Office of Academic Affairs at adp@reinhardt.edu. For any questions you may have about your appeal, you may contact the Office of Academic Affairs at 770-720-5503.

Step 4 – The Vice President & Dean will review your appeal and investigate the claims with both the Instructor and course School Dean. If needed, after this review, you will be contacted by the Office of Academic Affairs and a meeting will be set up to further discuss your appeal. If no further discussion is necessary, you will receive a written judgement regarding your appeal, via your Reinhardt University student email, and the final judgement will be forwarded to the Registrar's Office for recording.

Please allow 60 to 90 days for the appeals process.

Updated 7/30/15