

## Reinhardt University Grade Appeal Form

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

Student ID#: \_\_\_\_\_ Phone: \_\_\_\_\_

RU Email Address: \_\_\_\_\_

Course Code: \_\_\_\_\_ Semester Taken: \_\_\_\_\_

Instructor: \_\_\_\_\_ Academic Year: \_\_\_\_\_

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### Appeals Process:

Prior to submitting your appeal to the Director of the Center for Innovative Teaching and Engaged Learning (CITEL), 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 Humanities, Sciences, and Technology – Dr. Kenneth Wheeler 770-720-5976 [khw@reinhardt.edu](mailto:khw@reinhardt.edu)

School of Business & Professions – Dr. Joe W. Mullins / 770-720-5946 [jwm@reinhardt.edu](mailto:jwm@reinhardt.edu)

School of Education – Ms. Tami Smith / 770-720-5659 [tjs@reinhardt.edu](mailto:tjs@reinhardt.edu)

School of Nursing & Health Sciences– Dr. Linda Morgan / 770-720-9177 [ljm@reinhardt.edu](mailto:ljm@reinhardt.edu)

School of the Arts – Dr. Fredrick Tarrant / 770-720-9221 [fkt@reinhardt.edu](mailto:fkt@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 Dr. Mason Conklin, the Director of CITEL at [nmc@reinhardt.edu](mailto:nmc@reinhardt.edu). For any questions you may have about your appeal, you may contact the Director of CITEL at 770-720-5658.

Step 4 – The Director of CITEL 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 Director of CITEL and a meeting will be set up to further discuss your appeal. If no further discussion is necessary, you will receive a written judgment regarding your appeal, via your Reinhardt University student email, and the final judgment will be forwarded to the Registrar's Office for recording.

Please allow 60 to 90 days for the appeals process.

Updated 11/28/23