**Dept of Computer Science Grade Appeal Form**

***To fill out this form, open as a Microsoft Word document***

**Please read carefully** (Filling out the form incorrectly will delay processing)

If you are dissatisfied with a final grade in a course taken in the Department of Computer Science, please follow these steps:

1. Discuss your appeal with your instructor. If the instructor approves your appeal, no further action is needed.
2. If the instructor denies your appeal, you may then appeal to the chair of the Dept of Computer Science.
3. If the department chair denies your appeal, you may then appeal to the College of Science & Engineering by completing the form located at <http://www.cose.txstate.edu/advising/forms/gradeappeal.html>.
* We will not accept grade appeal requests in any other format. You must use this form.
* Please allow at least **48 hours** for the chair to review your request. Some special cases may require a longer processing time.
* After the chair has reviewed this request, the office will contact you with a decision, or a meeting request for further discussion.
* Falsifying information on this form is a violation of the Texas State University Honor Code.

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| **Name:** Last Name, First Name | **Tx State ID:** Enter your A number here. |
| **Tx State Net ID:** Click to enter text. | **Today’s Date:** Click to enter a date. |
| **Current Classification:**  Choose an item. | **Major:** Click to enter text. |
| **Have you discussed your grade appeal with the instructor?**  Choose an item. | **Instructor’s Name:** Click to enter text. |
| **CS Course # for grade appeal:**  Click here to enter text. | **Section # for course:**  Click to enter text. |
| **CS CRN # for the course (5 digits):**  Click here to enter text. | **Semester and Year of course taken:**Enter Semester/Year**(appeals not accepted for courses > 2 yrs old)** |
| **Grade Received:** Click here to enter text. | **Grade Requested:** Click here to enter text. |

**If an appointment is needed, please list 2 preferred days/times.**

**1.** Enter preferred day/time.

**2.** Enter preferred day/time.

**Justification for Grade Appeal Request**

Write a detailed justification for your grade appeal. \*Use correct grammar, punctuation and spelling:

**Describe steps you have taken to resolve the issue with your instructor.**

Explain your communication with the instructor regarding this matter, and include the instructor’s responses to your appeal thus far. \*Use correct grammar, punctuation and spelling:

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| Click here to enter text. |

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| Click here to enter text. |

* **Attach additional documentation that clearly shows the reason why your grade should be changed.** Documentation could include relevant items such as correspondence with the instructor, the syllabus, the graded assignment(s), and the instructor’s instructions for the assignment.
* **Please save this form and send it from your TxSt email address, along with any supporting documentation, to** **GRP-cs-appeals@group.txstate.edu****.**