

HOBSON ACADEMIC SERVICES CENTER

# **The University of Oklahoma***Ellison Hall, Room 124 633 Elm AvenueNorman, OK 73019-3118*Telephone: 325-4411 FAX: 325-7429

### **Academic Appeal**

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In accordance with the Academic Appeals policy of the University of Oklahoma, a student may appeal a grade based on 1) prejudiced or capricious evaluation and/or 2) the instructor’s alleged inability to speak the English language to the extent necessary to adequately instruct students. In cases of evaluation made known to the student during the semester, the deadline for notifying the instructor is within 15 regular class days. For end-of-term evaluation appeals, a student must contact the instructor by **September 15** for grades received for the spring semester or summer term and **February15** for grades received in the fall semester.

To submit an appeal, complete this form and attach a letter of explanation and supporting documentation. **Please include** **all documentation you wish to have included in the appeal. No additional materials will be accepted.** Return it to the College of Arts and Sciences Academic Services office (124 Ellison Hall), 633 Elm Avenue, Norman, Oklahoma 73019-3118 or rkyncl@ou.edu. All materials submitted will become the property of the University of Oklahoma. ***Please print clearly.***

**PETITIONER**

**Full Name:** **Sooner ID #:**

**Address:** **Major:**

**City/State/ZIP:** **Classification:**

**Phone #:**   **Expected Date of Graduation:**

**Email:**  **Your OU e-mail will be the official point of contact for this appeal.**

##### INSTRUCTOR

**Name:** **Department:**

**Telephone:** **Address:**

**Email:**

##### COURSE INFORMATION

**Course #:** **Semester/Term:**

 **Original Grade:** **Requested Grade:**

**Date of Contact with Course Instructor:** **Outcome:**
(or with the Instructor of Record if the instructor is a graduate student)

**Date of Contact with Department Chair: Outcome:**

##### Student’s Signature: Date: