



202 West Boyd Street, Carson Engineering Center, Room 107 Norman, Oklahoma 73019
Phone: (405) 325-2621

ACADEMIC APPEAL

In accordance with Title 14, Academic Appeals, of the University of Oklahoma Student Code, a student can appeal a grade based upon **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 an evaluation made known to a student during the term, the student must notify an instructor of a dispute over academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays and University holidays from classes, and hereafter referred to as "business days") after the results of the evaluation are made known to the student. In cases of end-of-term evaluations, a student must notify an instructor of a dispute over an academic evaluation and must attempt to resolve differences no later than February 15 for the previous fall semester or winter intersession; and no later than September 15 in cases of end-of-term evaluations for the previous spring semester, spring intersession, or summer session.

To submit an appeal for a course offered through the Gallogly College of Engineering, complete this form, attach a letter of explanation and supporting documentation, and return it to Kristi Boren in the Gallogly College of Engineering Dean's office, Carson Engineering Center, room 107 or email to kdboren@ou.edu. Submission of the appeal signifies your approval for the GCoE Appeals Panel to review your academic materials. All materials submitted will become the property of the University of Oklahoma.

Please print clearly.

STUDENT

Full Name: _____ Sooner ID#: _____

Address: _____

Major: _____ Classification: _____

Phone #: _____ Expected Date of Graduation: _____

OU email: _____

INSTRUCTOR

Name: _____

Department: _____

Telephone: _____

OU email: _____

COURSE INFORMATION

Course # and Title: _____

Semester/Term: _____

STATEMENT: (Concise 25 word statement explaining your reason for the appeal)

Student's Signature: _____

Date: _____

Student's Checklist for Academic Appeal Cases

_____ Review Academic Appeal Procedures

_____ Fill out the Academic Appeal Information Sheet and take this to the meetings with the instructor, Department Head and Associate Dean.

_____ Date met with Instructor to discuss grade appeal case

_____ Date met with Department Head to discuss grade appeal case

_____ Date met with Associate Dean to discuss grade appeal case

_____ Submit Academic Appeal Information Sheet, Letter of explanation, all supporting documentation and completed check list to request a hearing.

Carson Engineering Center room 107(or via email: kdboren@ou.edu)