

ACADEMIC APPEAL

Please print clearly

Full Name: _____ Sooner ID #: _____

Address: _____ Major: _____

City/State/Zip: _____ Phone: _____

Email: _____ Expected Date of Graduation: _____

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 **February 15** for grades received in the fall semester.

To submit an appeal, **complete this form in its entirety 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 this form and all supporting documentation to the Dodge Family College of Arts and Sciences, Ellison Hall, Room 124, or email to rkyncl@ou.edu. All materials submitted will become the property of the University of Oklahoma.

INSTRUCTOR AND COURSE INFORMATION

Name: _____ Department: _____

Phone: _____ Email: _____

Course: _____ Section: _____ (circle one): spring, summer, fall Year: _____

Original Grade: _____ Requested Grade: _____

Date of Contact with Course Instructor (or with the Instructor of record if the instructor is a Graduate Student): _____

Outcome: _____

Date of Contact with Department chair: _____ Outcome: _____

FOR OFFICE USE ONLY (Do not write in this section)

Action by the College: _____ Approved _____ Denied

Signature: _____ Date: _____

Comments: