



MEWBOURNE
COLLEGE OF EARTH AND ENERGY
The UNIVERSITY of OKLAHOMA

**MEWBOURNE COLLEGE OF EARTH AND ENERGY
 ACADEMIC APPEAL PETITION**

Please type or print clearly.

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

Address: _____ **Major:** _____

_____ **Classification:** _____

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

E-mail: _____

Any correspondence regarding this appeal will be via OU e-mail.

Use this petition to file an Academic Appeal if you are appealing a course in the Mewbourne College of Earth and Energy. Please fill out the petition completely following the instructions on the reverse side.

YOUR SIGNATURE ON THIS PETITION VERIFIES THAT YOU HAVE READ AND UNDERSTAND THE PROCEDURE.

I am filing this Academic Appeal to petition for _____ a Final Grade Change **or** _____ an Individual Assignment Grade Change for the course below for the _____ semester. List the name and number for the course and the instructor's name below.

Date of Contact with Course Instructor: _____

Date of Contact with the School Director: _____

Student's Signature: _____ Date: _____

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

Action: _____ Approved _____ Denied

Signature: _____ Date: _____

FILE THIS APPEAL ONLY AFTER THE FOLLOWING STEPS HAVE BEEN COMPLETED:

1. You have notified the instructor of the dispute over the grade and the attempt to resolve the differences has been unsuccessful.
2. You have consulted with the Director of the School in which the course is taught regarding the dispute and a possible resolution. The attempt to resolve the differences has been unsuccessful.

PROCEDURE:

Submit the appeal with all supporting documentation within 10 calendar days (excluding Saturdays, Sundays, and University holidays from classes) following the day when the attempts at resolution (1 and 2 above) are completed. The MCEE Academic Appeals Board (AAB) can deny any request that does not meet this deadline. **Please include all documentation you wish to have sent to the AAB with this appeal form. Documentation should include a clear statement of the reason for the appeal and any documents (syllabus, assignments, emails, statements from classmates, etc.) that support the appeal. BE CLEAR AND COMPLETE – the AAB will decide whether to grant a hearing on the basis of the material you submit. No additional information will be accepted unless requested by the AAB.**

DEADLINE:

The appeal must be filed within 10 calendar days (excluding Saturdays, Sundays, and University holidays from classes) after attempts at resolution with the instructor and Director are completed.