



Oregon State University
Cascades

STUDENT ACADEMIC APPEAL FORM

An appeal is to be submitted by the student to the Instructor within 15 calendar days of the incident being appealed.

The request for an appeal must include specific justification, including errors, failure to consider all of the evidence presented, or any other action, including any new evidence not known at the time of the original meeting which may change the outcome.

See OSU, Division 22, Student Appeals and Grievances at http://oregonstate.edu/leadership/sites/default/files/576-022_student_appeals_and_grievances.pdf

PRINT - Student Name

Student ID

SIGNATURE of Student

PRINT - Name of Instructor who initiated the AcDis Report

Student's Appeal

The student will attach a separate page(s) to this form explaining the specific justification for the appeal. This original form with all attachments shall be provided to the involved parties in the order appearing below.

(1) Instructor's Decision: *(initial one)* _____ Appeal Approved _____ Appeal Denied

Basis for this decision: _____

Instructor: Please keep a copy for your file and return this original form to the student.

(2) Associate Dean's Decision: *(initial one)* _____ Appeal Approved _____ Appeal Denied

Basis for this decision: _____

Associate Dean: Please keep a copy for your file and return this original form to the student.

(3) Dean's Decision: *(initial one)* _____ Appeal Approved _____ Appeal Denied

Basis for this decision: _____

Dean or Designee: Please keep a copy for your file and return this original form to the student.

NOTICE OF STUDENT APPEAL

Must be submitted to the Instructor within 15 days of the incident being appealed.

Refer to OSU 576-022-0010, Student Appeals and Grievances, at OSU:

http://oregonstate.edu/leadership/sites/default/files/576-022_student_appeals_and_grievances.pdf

INSTRUCTIONS: PRINT THIS PAGE

1. This page of the Appeal form may be filled out by hand however **all additional page(s) must be typed** and attached.
 2. The appeal form must be signed and dated.
 3. Reason(s) for an appeal must be justified as outlined in OSU 576-022-0010 (*see link above*).
 4. This Appeal form and attachments must be submitted through the appropriate channels*: 1) Instructor; 2) Associate Dean; 3) Academic Dean; 4) Vice President.
 5. Appeals submitted *after* 15 calendar days of the incident may not be accepted.
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Briefly complete the following information and **explain why in detail on a separate, typed page**; then attach to this form.

Date: _____

Dear: _____

Print the Instructor's name here and course

I am writing to appeal _____ . The date of the incident was _____ and know that I have fifteen calendar days to initiate this grievance. I am appealing based on criteria stipulated in

OSU 576-022-0010:

Thank you for your time. I look forward to receiving your response regarding my appeal. My contact information appears below.

Sincerely,

Signature of Student

Student Email Address

PRINT Name

Student ID Number

OREGON STATE UNIVERSITY POLICY

DIVISION 22

STUDENT APPEALS AND GRIEVANCES

576-022-0010

Student Academic Grievances

Challenges to academic decisions are governed by the Academic Regulations and Procedures adopted by the Faculty Senate, and published in the Schedule of Classes. Those regulations provide:

(1) Student grievances of academic matters including grades and student-instructor conflicts are appealed:

(a) To the class instructor;

(b) To the department head or chairperson;

(c) To the grievance committee of the college if the college maintains such a committee;

(d) To the dean of the college;

(e) To the Provost and Executive Vice President or designee.

(2) Student appeals regarding matters of academic dishonesty are appealed in accordance with written college procedures which must provide at a minimum for appeal to the dean, followed by appeal to the Provost and Executive Vice President. If a college does not maintain its own written appeal procedures, the steps for appeal shall be:

(a) The class instructor;

(b) The department head or chairperson;

(c) The dean of college in which the course is offered;

(d) The Provost and Executive Vice President or designee.

(3) Academic matters outside the authority and responsibility of instructors and the academic colleges are governed through University student-faculty committees. Students seeking an exception to academic regulations and requirements must petition the appropriate committee for a decision. An explanation of regulations, requirements, procedures, and the specific committee to which to direct the appeal can be obtained through the Registrar's Office, 102 Kerr Administration Building.

(a) If other pertinent information or factors become apparent after the original decision is reached, the student may appeal the decision to that committee for reconsideration by providing written documents or appearing in person;

(b) Appeals from committee except as in section (1) of this rule, are made to the Provost and Executive Vice President or designee.