Undergraduate Course
Grade Dispute Checksheets

University Admissions and
Standards Committee
(Must accompany all grade dispute files)

Please Note: To assist in determining if due process has been followed, this form must be completed and
must accompany the grade dispute file which is submitted to the University Admissions and
Standards Committee.

The University Committee cannot rule on the content of the dispute (final jurisdiction rests
within the College Committee) but can only review the case with respect to due process.

The Chairperson of the College Grade Dispute Committee should assist the student to
complete this form.

Student's Name ___________________________ SS # _______________________

Course Title and Number ___________________________ Semester taken _________

Please check the appropriate answer:

Step 1. Student and course instructor exchanged communication concerning course grade.

YES ☐ NO ☐ OTHER ☐ Date ______________________

Step 2. Not resolved at STEP 1 and student submitted written statement to Chairperson of the department
in which the course was offered. (Statement must contain reasons for disputing the grade).

YES ☐ NO ☐ OTHER ☐ Date ______________________

Step 3. Chairperson provided course instructor with copy of student's statement.

YES ☐ NO ☐ OTHER ☐ Date ______________________

Step 4. Instructor provided written response to Chairperson with copy to student.

YES ☐ NO ☐ OTHER ☐ Date ______________________

Step 5. Chairperson held meeting with student and instructor together.

YES ☐ NO ☐ OTHER ☐ Date ______________________

Step 6. If not resolved, student submitted written request to Chairperson to forward grade dispute file to
College grade dispute Committee.

YES ☐ NO ☐ OTHER ☐ Date ______________________

Step 7. To be completed by Chairperson of College Grade Dispute Committee.

If new information was introduced all parties received copies and were given an opportunity to
respond.

YES ☐ NO ☐ OTHER ☐ Date ______________________

Committee reviewed case, made a decision and informed both student and instructor in writing.

YES ☐ NO ☐ OTHER ☐ Date ______________________

Student's Signature ___________________________ Date ______________________

Chairperson: Grade Dispute Committee ___________________________ Date ______________________