

**SOUTHEASTERN OKLAHOMA STATE UNIVERSITY
APPLICATION FOR ACADEMIC APPEAL**

Instructions: Complete the student information section of this form. Write a letter addressed to the Academic Appeals Committee stating your appeal, what you are seeking to change, your justification for the change, and the grade you expect or desire (if applicable). This letter will be shared with the instructors involved in the grade appeal as well. Attach the letter to this form along with any supporting documentation and an unofficial copy of your transcript, and mail or return to the **Office for Academic Affairs, Southeastern Oklahoma State University, 425 W. University Blvd., Durant, OK 74701 or academicaffairs@se.edu**. In addition to supplying the above information, you may appear before the Committee to personally state your case. You will be notified by email when a meeting has been scheduled. **PLEASE NOTE THAT IF YOU ARE A GRADUATE STUDENT, YOU WILL NEED TO CONTACT THE GRADUATE OFFICE AND FILL OUT A GRADUATE APPLICATION FOR APPEAL. THIS APPLICATION IS FOR UNDERGRADUATE STUDENTS ONLY.**

STUDENT NAME: _____

STUDENT ID NUMBER: _____

ADDRESS: _____ **TELEPHONE:** _____

EMAIL ADDRESS: _____

ADVISOR: _____

SEMESTER LAST ENROLLED AT SOSU: _____

TYPE OF APPEAL: (Check One)

_____ **Request for Immediate Reinstatement to SOSU**

_____ **Request for Admission to Southeastern**

_____ **Grade Change Request from Student** (*Please fill in all information requested*)

Course Name(s) & Number(s): _____

Instructor(s): _____

Grade Change Requested (Ex: "F" to "W"): _____

Semester of Requested Grade Change: _____

I, (initial here _____) wish to receive the results of my academic appeal via email and authorize the Office of Academic Affairs to communicate the results to me at the following email address: _____.

Student's Signature

Date

COMMITTEE USE ONLY:

Reinstatement: _____ **Approved** _____ **Not Approved**

Admission to SOSU: _____ **Approved** _____ **Not Approved**

Grade Change(s): _____ **Approved** _____ **Not Approved**

Comments: _____

Administrative Liaison, Academic Appeals Committee

Date

APPEAL OF AN ASSIGNED GRADE

The Academic Appeals Committee acts upon appeals received in writing from students who seek to have grades or records altered. Students will have one calendar year from receipt of a grade to file an appeal. Faculty are required to retain student grades/exams and papers for one calendar year. Exceptions for appeal beyond one year will be considered in extenuating circumstances in which a student's exam grades/papers would not be necessary in order to consider the appeal. The decision of the Academic Appeals Committee will be final. The procedure for submitting a grade appeal is as follows:

1. Submit the application form along with a letter stating the reasons for the appeal, supporting documentation, and unofficial transcript to the Office for Academic Affairs.
2. After the application is received, the Office for Academic Affairs will inform the student via email of the meeting date. The student is encouraged to appear before the committee but is not required.
3. The final decision of the Academic Appeals Committee is submitted to the student via email.

Please note that if an Application for Academic Appeal contains elements that allege discrimination, retaliation, or harassment, the academic appeal will be stayed and the information contained within the appeal will be promptly routed to the appropriate campus entity for evaluation and investigation. The student will be notified that the final disposition of the Academic Appeal will be delayed until the Academic Appeals Committee receives and considers the findings of the investigating entity. Such alleged violations may pertain to, but are not limited to, discrimination on the basis of race, color, national origin, sex, religion, disability, age or retaliation, and may import laws such as Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title II of the Americans With Disabilities Act, or Section 504 of the Rehabilitation Act of 1973. Appeals that contain alleged violations of disability related laws and regulations will be routed to the Office of Disability Services (SU328), and all other allegations will be routed to the Office of Equity, Diversity, and Compliance (SU328). This revision was in response to an OCR finding dated April 3, 2013. This statement was reviewed and approved by the General Counsel for the Regional University System of Oklahoma on April 2, 2014.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) states:

No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..."

Southeastern Oklahoma State University does not discriminate on the basis of sex in its education programs or activities, in compliance with Title IX and the U.S. Department of Education's regulations at 34 C.F.R. §§ 86.1 *et seq.*

Individuals who believe they have been discriminated against on the basis of sex may contact Mike Davis at (580) 745-3090 or titleix@se.edu.