



TEXAS STATE UNIVERSITY
Department of Organization,
Workforce & Leadership Studies

OWLS Grade Appeal Form – Written Statement

Instructions:

This document must be completed by the student and serves as documentation supporting the appeal must be provided at each step. This written statement will be included as an attachment in the online Grade Appeal Form.

Grade Appeal: Initiation Timeline

Date of Appeal Initiation (mm/dd/yyyy):

Original Grade Received:

Requested Grade:

Student Statement

Please clearly outline the basis for your appeal, a step-by-step description of the factual matter(s), documentation supporting your claim (e.g., graded assignments, syllabus, correspondence), and the specific outcome(s) you are requesting.

Required Documentation to Submit Online

- Course syllabus (with amendments, if any)
- Copy of all relevant grading rubrics

- Evidence of communication with Instructor and Chair
- All supporting documents, assignments, correspondence
- Signed written statement form

Student Signature

I certify that all provided information is truthful and complete to the best of my knowledge.

Signature: _____ **Date:** _____