

## OSU College of Business Academic Appeal Policy and Form

The College of Business (COB) recognizes the importance of providing an opportunity for students to appeal academic decisions, including grades and assessments. In compliance with OSU Policy No. 576-22-005, the COB has established the following policy and procedure in the event that a student wishes to appeal an academic decision.

1. The initial appeal must be made using this form within 15 calendar days of the decision or action being appealed. Subsequent appeals must be made within 7 calendar days of the date of the decision at the previous level.
2. The request for the appeal must include specific justification, including errors, failure to consider all of the evidence presented, or any other information, including any new evidence not known at the time of the original academic decision which may change the outcome.
3. Student appeals are referred to:
  - (a) The course instructor;
  - (b) The Assistant Dean for Teaching and Learning Excellence;
  - (c) The course instructor's supervisor;
  - (c) The COB Student Appeals Committee;
  - (d) The dean of the COB or their designee;
  - (e) The Provost and Executive Vice President or designee.

### INSTRUCTIONS FOR STUDENT MAKING APPEAL:

Print this form, fill out the box below, and scan and email this form, along with relevant documentation, to the Inara Scott, Assistant Dean for Teaching and Learning Excellence. Forms may also be delivered to the Undergraduate Student Advising Office.

Student Name (print): \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Name of Instructor (print): \_\_\_\_\_ Course: \_\_\_\_\_

Grade Awarded: \_\_\_\_\_ Grade Desired: \_\_\_\_\_

Date of original action (ie., the date the grade was awarded): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date of this appeal: \_\_\_\_\_

**Reason for Appeal:** On a separate typed page, please explain the situation and any relevant circumstances, and the specific justification for the appeal. This original form, with attachments, shall be provided to the involved parties in the order listed above for each appeal made by the student.



**Oregon State University**  
**College of Business**

**INSTRUCTOR DECISION:**

Appeal Approved \_\_\_\_\_ Appeal Denied \_\_\_\_\_

Date of decision: \_\_\_\_\_

Basis for this decision (attach additional sheets as necessary):

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**ASSISTANT DEAN DECISION:**

Appeal Approved \_\_\_\_\_ Appeal Denied \_\_\_\_\_

Date of decision: \_\_\_\_\_

Basis for this decision (attach additional sheets as necessary):

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**INSTRUCTOR'S SUPERVISOR:**

Appeal Approved \_\_\_\_\_ Appeal Denied \_\_\_\_\_

Date of decision: \_\_\_\_\_

Basis for this decision (attach additional sheets as necessary):

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**STUDENT APPEALS COMMITTEE DECISION:**

Appeal Approved \_\_\_\_\_ Appeal Denied \_\_\_\_\_

Date of decision: \_\_\_\_\_

Basis for this decision (attach additional sheets as necessary):

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**DEAN (OR DESIGNEE) DECISION:**

Appeal Approved \_\_\_\_\_ Appeal Denied \_\_\_\_\_

Date of decision: \_\_\_\_\_

Basis for this decision (attach additional sheets as necessary):

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**College of Business**