

## Academic Appeal Request Form

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
PSU Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Academic Appeal Directions

**Before filing an academic appeal, you must first make a reasonable attempt to contact the instructor, the department head, and the academic dean in an effort to resolve differences.** If your efforts to resolve the issue do not succeed at the academic level, then submit this completed form along with a typed explanation of your appeal and supporting documents to the Office of the Dean of Student Life in SMSU 433 or via email to [AskDos@pdx.edu](mailto:AskDos@pdx.edu).

### Step 1: Identify your Appeal Type

I am appealing: (check only one)

- A single grade (for a paper, project, exam, etc.)       A term grade

### Step 2: Identify the instructor, department, and course

Instructor Name: \_\_\_\_\_ Department Name: \_\_\_\_\_  
Course Code: \_\_\_\_\_ Term & Year: \_\_\_\_\_

### Step 3: Identify the department chair and academic dean.

Your initials indicate you have met with the individual listed

Department Chair: \_\_\_\_\_ Your Initials: \_\_\_\_\_  
Academic Dean: \_\_\_\_\_ Your Initials: \_\_\_\_\_

### Step 4: Explain how you believe your academic evaluation was prejudiced or capricious

*The Academic Appeals Board only reviews cases in which a student believes they received a prejudiced or capricious academic evaluation.*

- Prejudiced (limit 350 characters)

- Capricious (limit 350 characters)

#### Step 4: Attach your appeal

Provide a typed explanation of your appeal. The typed appeal must contain all of the following:

- Your name, address, phone number(s) and PSU ID number;
- The **specific** facts or occurrences that give rise to your conclusion that the academic evaluations was prejudiced or capricious;
- The **remedy** that you propose. The Academic Appeals Board can only recommend a grade change;
- Whether you wish the Academic Appeals Board to consider this matter with or without a hearing;
- Any other **original** documentation that supports your appeal. You are strongly encouraged to include original copies of the syllabus, any grade materials and complete email correspondence.

#### Step 5: Be Aware of Mandatory Reporting Requirements of PSU Staff

Any information disclosed about child abuse or sexual assault/interpersonal violence may be subject to mandatory reporting requirements, which means that confidentiality cannot be guaranteed. To speak confidentially to a campus advocate prior to completing this form, please contact the [Women's Resource Center](#) at (503.725.5672) or the [Queer Resource Center](#) at (503.725.9742). For more information about campus resources and reporting obligations, please see PSU's [Sexual Misconduct Prevention and Response website](#) or [Mandatory Child Abuse Reporting website](#).

I hereby confirm that all submitted information is accurate to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_