**LOYOLA UNIVERSITY CHICAGO**

**SCHOOL OF SOCIAL WORK**

**GRADE APPEAL FORM**

For information on the appeal process, see p. 45 of the [Student Handbook](https://www.luc.edu/socialwork/student-support/forms/). Please submit this grade appeal form electronically to the [Chair of the Committee on Student Affairs](https://www.luc.edu/socialwork/student-support/forms/) (Scroll to “Forms”) of the School of Social Work.

Student name:

LUC ID number:

Mailing address:

Telephone:       Cell phone:       Personal e-mail:

Program:

Academic Advisor:

Name of instructor:

Students must submit the following information for the appeal:

Copy of unofficial transcript

A letter outlining (1) the nature of the issue of the grade appeal and (2) the results of your efforts toward resolution up to this point (e.g. time and date of informal meetings, etc.).

Copy of the syllabus and any relevant course material(s).

If it is an internship appeal, a copy of the internship evaluation as appropriate.

In addition to the aforementioned information, if an appeal is secondary (i.e. an appeal to the Dean, which comes **after** a CSA appeal) the following information is required:

Copy of CSA outcome letter

New grade appeal form

Student signature:       Date:

(Please type your name to electronically sign)

# Office Use Only

*Date received*       *Date of hearing*       *Date of notice sent*

Sample format for the appeal letter

**LOYOLA UNIVERSITY CHICAGO**

**SCHOOL OF SOCIAL WORK**

Date

Attn: (insert Chair of CSA’s name here)

Chair, Committee of Student Affairs

820 N. Michigan Ave.

Chicago, IL 60611

Re: Include one sentence on the nature of the grade appeal for (insert class and instructor’s name)

Dear CSA Chair,

Insert body of your appeal letter that outlines: (1) the nature of issue of the grade appeal and (2) the results of your efforts to resolve them up to this point (e.g. time and date of informal meetings, etc.).

* The first paragraph should provide a short description of the appeal to include the requested outcome.
* The remaining paragraphs should document the facts associated with this appeal to include attempts to resolve the issue.
* The letter should be no longer than two pages in total.

Closing remarks: The Chair of CSA will contact the student via letter with the date and time of the hearing.

Signature

Sample letter for a secondary appeal to the Dean

**LOYOLA UNIVERSITY CHICAGO**

**SCHOOL OF SOCIAL WORK**

Date

Attn: (insert name of Dean)

Dean; School of Social Work

Re: Include one sentence on the nature of the grade appeal for (insert class and instructor’s name)

Dear Dean (insert last name),

Insert body of your secondary appeal letter. A meeting is not required but if interested please include your availability to meet (days of the week and best times) and a contact number in your letter.

Signature

Please send all materials for the secondary appeal to:

James Marley PhD, LCSW

Dean School of Social Work

820 N. Michigan Ave. Chicago, IL 60611

Loyola University Chicago School of Social Work