



Northeastern University
College of Professional Studies

Academic Dispute Form

<http://catalog.northeastern.edu/professional-studies/academic-policies-procedures/student-appeals/>

Email Form to: CPSAcademicAppeals@northeastern.edu

(Do **not** handwrite disputes. If you cannot use the fillable form, copy/type relevant material)

Student Name:

NEU Email:

Date:

Course Code (XXX####) Course CRN:

Instructor's Full Name:

Grounds for Dispute:

Date(s) of any Grades Disputed:

Resolution Attempted with Instructor (Yes/No):

By continuing with this dispute I confirm that I have reviewed all the expectations of this form, contacted my Career and Academic Advisor, and presented the articles of dispute accurately and honestly to the best of my ability. I understand that missing steps, documentation, evidence, or misrepresentation of any communications or policies may result in an appealing being summarily rejected.

Grounds for Dispute

- 1) *Delivery of the course.* Includes perceived issues related to competence, timely feedback, difference between course and syllabus.
- 2) *Course policies.* Includes perceived issues related to misapplication of policies laid out in the syllabus, CPS catalog, or by the university.
- 3) *Grade Calculation.* Includes perceived issues related to fairness, rubric use, and missing work.

Academic Dispute Guide

To ensure timely, fair, and accurate review of disputes please be sure you have discussed your dispute you're your Career and Academic Advisor, as well as carefully reviewed and adhered to this guide. Disputes that do not adhere to this guide may require additional time for review or be rejected without opportunity for future appeal.

- Students must attempt resolution of any grade dispute with their instructor prior to starting formal resolution, and include documentation of those attempts with their form submission.
- Students are responsible for supporting and demonstrating all assertions with relevant evidence such as rubrics, communications, or policies. All relevant documentation must be included with appeal.
- Grade disputes must be filed within 30 days of the posting of the grade in dispute; disputes filed after a term ends may not be for any grade posted more than 30 days prior.
- Students must demonstrate a process issue or provide new and supportive documentation to support further appeal that was not available at the time of their initial dispute.
- This form may not be used for any disputes or assertions of harassment or discrimination: contact your advisor to discuss next steps for these types of issues.



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<https://cps.northeastern.edu/academic-resources/academic-forms/complaints>

In a statement of 250 words or fewer, describe the grounds for dispute, provide dates for any attempts at resolution, and note any action/solution suggested by your instructor, as well as the grade change or action you propose in alignment with the course syllabus, rubric, and/or program standards. Your narrative should be succinct and cite any relevant attached evidence or supporting documents.