

Received by: Date:	

FINAL COURSE GRADE APPEAL FORM

(see directions on reverse side

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PART I: (student completes)				
Name (Please print all information) Last			ID#	
(Please print all information) Last	First	MI		
Mailing address				
Street		City	State	Zip
Phone	Degree/certificate	program		
Term/Year action is to affect _	/ Course Ap	pealing	_ Advisor's Name	
PART II: (student responsibili	ty to meet with Instructor and	l Department Chair)		
Instructor signature		Date		
Department Chair signature		Date		
Instructor and/or Department	Chair comments (optional)			
1	(1)			
DADT III. I have read and u	ndonatand the annual inci	tmustions on the ho	alz of this form	
PART III: I have read and u	nderstand the appear inst	ructions on the ba	CK OI UIIS IOFIII.	
Student signature			Date	
<i></i>				
PART IV: (results of the Appea	ıl Committee)			
Tr	, ,			
Process has been completed.	See attached.			
Signature			Date	

Final Course Grade Appeal Form Directions

Students have the right and ability to submit an appeal for a variety of college processes, procedures, and decisions as outlined in the college catalog and handbook. To complete a Grade Appeal, please follow the directions below:

- 1. STUDENT completes Part I on the front of this form.
- 2. STUDENT meets with Instructor and Department Chair, and obtains signatures (Part II).

3.	STUDE	NT provides all appropriate information in order for your request to be considered:
		A copy of your course syllabus.

A copy of your work from this class.
A calculation of your grade using this course's grading criteria.
A brief explanation of any contributing event or circumstance necessary for others to understand

your calculation.

4. STUDENT completes Part III and submits all documentation to the Vice President of Learning Services. Grade appeal will not be processed if above requirements are incomplete.

Final Course Grade Appeal Process

Students must bring any grade discrepancy to the attention of the Vice President of Learning Services within 60 days after grades are posted.

- 1. Should a student feel that he or she was not graded fairly and has previously discussed the issue with the instructor and/or department chair; the student may appeal to the Vice President of Learning Services for a change in grade in accordance with the following appeal process.
- 2. The student shall complete a grade appeal form which shall include all the particulars of the situation surrounding the grade given and a statement that substantiates the perception of the student that the grade assigned is unfair.
- 3. The form shall be submitted to the Vice President of Learning Services who shall review the grade appeal with the instructor. The instructor shall respond in writing to the student's grade appeal.
- 4. If the instructor's decision is to change the grade, it will be so recorded and the appeal process will be deemed completed.
- 5. If the instructor's decision is not to change the grade and the student is not satisfied with this decision, the student may request the grade appeal process continue.
- 6. The Vice President of Learning Services shall appoint four (4) faculty members from at least two (2) separate disciplines to serve on the Grade Appeal Committee. The instructor involved shall, if desired, strike one (1) of the appointed faculty members. The three (3) remaining faculty shall serve as the Grade Appeal Committee and conduct the grade appeal.
- 7. The Grade Appeal Committee will be provided for review the student's written grade appeal, the instructor's written response, and any additional documentation surrounding the grade appeal.
- 8. The Grade Appeal Committee will hold a hearing within two weeks of being appointed. At the conclusion of the hearing, the Committee will deliberate privately and prepare a written decision to either let the grade stand or to change the grade.
- 9. The student will be notified of the decision by mail.