

APPENDIX B
Student Grade Appeal Form

Name:
Course Name and Number:
Semester Grade was Posted:

ID Number:
Instructor:
Course Grade:

Reason for Appeal:

- _____ Grade was given for non-academic reasons.
- _____ Inconsistent grading standards were used to grade members of the same class.
- _____ Instructor altered the grading procedure established in the course syllabus.
- _____ Instructor deviated from his/her grading policy as established in the course syllabus.
- _____ An explanation of the method for determining the grade was not given.
- _____ Final grade was lowered because student missed an examination due to a pre-
_____ approved College function, and was not permitted to make up the exam.
- _____ Grade was improperly computed.

If you believe a legitimate reason for appeal of grade exists which is not included on the list above, please explain:

Have you discussed this appeal with your instructor? Yes No

If no, please explain:

Please attach to this form a copy of the course syllabus, and [copies of] any other documentation that supports the grade appeal (copies of graded exams, assignments, transcripts, etc). Students should forward original copies of pertinent information and also make and retain separate copies for their own files.

Submit this packet to the appropriate department chair and/or associate dean, within 15 calendar days of the start of the next semester. You will receive a response within 10 calendar days. For further information on the appeal process, see Article III, Section 3-C, Grade Appeal Procedures, in Student Rights and Responsibilities: A Student Code of Conduct, pages 15-16.

Signed: _____
(Signature of Student Making Appeal) Date

Please provide information on how you can be reached:

Home phone: _____ Work phone: _____

Cell phone: _____ e-mail: _____

Home address: _____

