

Appendix B
Student Grade Appeal Form

Name: _____ ID Number: _____

Course Name and Number: _____

Instructor: _____

Semester Grade was Posted: _____ 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 3C, Grade Appeal Procedures, in Rights and Responsibilities: A Student Code of Conduct.

Signature of student making appeal

Date

Appendix B
Student Grade Appeal Form
(Continued)

Please provide information on how you can be reached:

Home phone: _____ Work phone: _____

Cell phone: _____ e-mail: _____

Home address: _____

Offices to Contact for Student Grade Appeals:

Department of Allied Health and Public Services (non-Nursing)

Pam Karns, Department Chair of Allied Health and Public Service
Office D170, Ext. 8639

<http://www.jalc.edu/departmentpages/healthandpublicservice/index.html>

Department of Allied Health and Public Services (Nursing)

Marilyn Falaster, Director of Nursing
Office G218, Ext. 8455

<http://www.jalc.edu/departmentpages/healthandpublicservice/index.html>

Department of Applied Technologies

Keith Kendrick, Department Chair of Applied Technologies and Instructor, Auto Mechanics
Office E202D, Ext. 8376

<http://www.jalc.edu/departmentpages/appliedtechnologies/index.html>

Department of Business Education

Shayne Crawshaw, Department Chair of Business and Associate Professor, Economics
Office C236B, Ext. 8526

<http://www.jalc.edu/departmentpages/businesseducation/index.html>

Department of English

Anita Petersen, Department Chair of English and Professor, English
Office E202B, Ext. 8640

<http://www.jalc.edu/departmentpages/english/index.html>

Department of Humanities

Gayle Pesavento
Office C235E, Ext. 8366

<http://www.jalc.edu/departments/humanities/facultyft.html>

Department of Life Science

Keith Krapf, Department Chair of Life Science and Assistant Professor, Biology
Office C258H, Ext. 8457

<http://www.jalc.edu/departments/lifesciences/index.html>

Department of Mathematics

Kathirave Giritharan, Department Chair of Mathematics and Professor, Mathematics
Office E209A, Ext. 8458

<http://www.jalc.edu/departments/mathematics/index.html>

Department of Social Science

Perry Knop, Department Chair of Social Science and Professor, Political Science
Office: C235C, Ext. 8353

<http://www.jalc.edu/departments/socialscience/index.html>

Department of Physical Science

Robert English, Department Chair of Physical Science and Associate Professor, Computer Science Office:
G104A, Ext. 8521

<http://www.jalc.edu/departments/physicalscience/index.html>