



Student Grade Appeal

John A. Logan College

Name: _____ Student ID Number: _____

Course Name and Number: _____ Instructor Name: _____

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.
- ___ Other - if you believe a legitimate reason for the appeal of grade exists which is not included on the list above, please explain here):

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 the Discipline: Appeals entry in the *Student Guidebook*.

Student Signature

Date



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Offices to Contact for Student Grade Appeals

[Department of Allied Health and Public Services \(non-Nursing\)](#)

Pam Karns, Department Chair
Office D170, Ext. 8639

[Department of Applied Technologies](#)

Rob Craig, Department Chair
Office G104A, Ext. 8587

[Department of Business, Computer Science, and Math](#)

Joseph Dethrow, Department Chair
Office E209D, Ext. 8397

[Department of Communications, Humanities, and Social Science](#)

Matt Garrison, Department Chair
Office C258H, Ext. 8387

[Department of Life and Physical Science](#)

Cheryl Thomas, Department Chair
Office C258E, Ext. 8380