



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 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 Applied Technologies

Rob Craig, Department Chair
Office G104A, Ext. 8587

Department of Business, Computer Science, and Math

Scott Wernsman, Dean of Career & Technical Education and Workforce Training
Office G206G, Ext. 8403

Department of Communications, Humanities, and Social Science

Matt Garrison, Department Chair
Office B215, Ext. 8387

Department of Health Science and Nursing

Kristin Yosanovich, Dean of Health Science and Director of Nursing
Office G218F, Ext. 8455

Department of Life and Physical Science

Cheryl Thomas, Department Chair
Office C259E, Ext. 8380