



GRADE APPEAL FORM

A student may submit a grade appeal when there is substantial evidence of error or injustice (See Student Grievance Procedure). If a student believes that there exists a basis to appeal the final grade, the student will follow the grade appeal process outlined in the Student Grievance Procedure.

This form may be submitted AFTER an informal attempt to resolve the issue with the professor and contacting the Grade Appeal Officer to review the procedure.

A grade appeal must be initiated within 30 calendar days after posting of the final grade. A student may not appeal a grade after graduating from the College.

All requests must include:

- ❖ This Grade Appeal cover page
- ❖ A typed explanation of the circumstances, including a description of the error or injustice in grading and the resolution being sought
- ❖ Any relevant supporting documentation (graded assignments, the course syllabus, communications with faculty, screenshots, etc.)

Grade appeals are reviewed by the Grade Appeal Officer, in consultation with the faculty member, with the option of final appeal to the Assistant Provost or designee.

Please Print Student Information

Last Name _____ First Name _____ ID# _____

Current Address _____
street city/state/zip code

Cell phone # _____ Home # _____

Applicable Semester _____

Course I am requesting a grade appeal for:

| Course Code & Number | Section Number | Faculty Last Name | Course Title | Final Grade |
|----------------------|----------------|-------------------|--------------|-------------|
| | | | | |

By signing below, I acknowledge that I have read and understand the Student Handbook – Grade Appeal Student Grievance Procedure.

Student Signature _____

Date _____