

SOUTHWESTERN OREGON COMMUNITY COLLEGE Grade Appeal Form

Step 1: Determining Grounds for Grade Appeal

Student may appeal final course grades for the following reason:

- a. Inconsistency between the grading policy written in the syllabus and what is practiced
- b. Grade miscalculation
- c. Errors in the final exam if a change in final exam grade would cause a change in the course grade

If yes, then Student completes the following information.

Student Name:							
SWOCC ID#:		Major:					
Student Phone:		Student Email:					
Course Name:		Synonym/Section:					
Term:	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year:	20_____	Grade Received:
Instructor Name:							
Explain the Grounds for this Grade Appeal:							
Student's Signature:						Date:	

Step 2: Informal Appeal to Instructor

Student must schedule, meet, and discuss with the Instructor awarding the grade within 30 (calendar) days of official notification of the grade in dispute. The method of communication will be consistent with the course syllabus.

Student and Instructor must complete the following information.

Shaded Areas for Office of Instruction

Meeting Date:		Date in Office of Instruction:			
		<i>(This documents the date Student met with Instructor to discuss grade appeal)</i>			
Instructor's Decision:	<input type="checkbox"/> Grade Remains <input type="checkbox"/> Grade changed to _____ (Instructor Initiates Grade Change Form)				
Instructor's Comments:					
Instructor's Signature:					Date:
Student's Signature:					Date:
	<i>(I acknowledge the Instructor's decision)</i>				
This form must forwarded within 15 (calendar) to the Office of Instruction to begin Formal Appeal Process.					

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Step 3: Formal Appeal Process

3a) The Office of Instruction will send this Grade Appeal to the Academic Standards Committee to determine if the Grade Appeal meets the necessary requirements as indicated in Step 1 of the Grade Appeal Process. The Academic Standards Committee will meet within 10 (calendar) days of receipt of grade appeal documentation.

To be completed by the Office of Instruction and the Academic Affairs Committee Chair.

Date sent out of Office of Instruction:	Date Received by Academic Affairs Committee: <i>(must meet within 10 calendar days of receipt)</i>		
Academic Affairs Review Date:		Decision:	<input type="checkbox"/> Yes, Grounds are met (plan Student/Instructor meeting)
			<input type="checkbox"/> No, Grounds are not met (process is complete)
Decision sent to Student: <i>(must be sent within 7 calendar days)</i>		Decision sent to Instructor: <i>(must be sent within 7 calendar days)</i>	

3b) The Academic Standards Committee has determined that grounds for a grade appeal have been met. The Academic Standards Committee will further review the documentation. The Academic Standards Committee will schedule a meeting with the Student and the Instructor (the Student and/or the Instructor may choose not to attend) and a decision will be made. The decision will be final.

To be completed by the Academic Affairs Committee Chair.

Final Review Meeting Date: <i>(Student and Instructor invited)</i>	Present at the Final Review Meeting: <input type="checkbox"/> Student <input type="checkbox"/> Instructor <input type="checkbox"/> Neither party		
Academic Affairs Decision:			
Grade Change Information:			
Academic Affairs Committee Chair Signature:			
Final Decision sent to Office of Instruction:		Office of Instruction Received:	
Office of Instruction will notify Student and Instructor of the Final Decision within 7 (calendar) days of receipt.			
Final Decision sent to Student:	Final Decision sent to Instructor:		
<i>If needed, a Change of Grade Form will be completed by the Office of Instruction and submitted to the Student First Stop within 10 days.</i>			

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