



**Grade Appeal Form**

**Step 1: to be completed by Student by end of Week 2**

<b>Student ID</b>		<b>Student Name</b>	
<b>Year &amp; Term</b>		<b>Course Number &amp; Section</b>	
<b>Course Title</b>			
<b>Instructor Name</b>			
<b>Reason for Grade Appeal</b>	<input type="checkbox"/> Grade miscalculation <input type="checkbox"/> Inconsistency between the grading policy written in the syllabus and what is practiced		
<b>Communication Methods</b> <i>Circle all that apply</i>	<b>Face-to-Face / Telephone / E-mail / Other _____</b> Attach copy of written communication		
<b>Meeting Information</b>	<b>Date:</b>	<b>Time:</b>	<b>Location:</b>
<b>Meeting Outcome</b>			

**Step 2: to be completed by Student, Academic Dean, and Instructor by end of Week 3**

<i>I am pursuing this grade appeal. I understand that I will present my case to the Academic Standards Committee, which is made up of College Faculty and Administrators. I will contact the Vice President of Enrollment and Student Services for help in preparing for the grade appeal hearing.</i>		
<b>Student Signature</b>		<b>Date:</b>
<b>Academic Dean Signature</b> Signature acknowledges student grade appeal.		<b>Date:</b>
<b>Instructor Signature</b> Signature acknowledges student grade appeal.		<b>Date:</b>

**Step 3: to be completed by Academic Standards Committee by end of Week 5**

<b>Grade Appeal Hearing Outcome</b>		
<b>Committee Chair Signature</b>		<b>Date:</b>

**Step 4: to be completed by Office of Instruction by end of Week 6**

Communicate outcome with Student	Communicate outcome with Instructor	Communicate outcome with Academic Dean	File Paperwork with Office of Instruction	File Paperwork with Registrar
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>	<b>Date:</b>	<b>Date:</b>