

# Grade Appeal Form



*\*\*Note: Grade appeals should be moved forward in a timely manner. However, in the event a student appeals a grade that prevents progression in a program, the student will be allowed to enroll and attend the following semester pending the outcome of the appeal. If the grade is upheld, the student will be withdrawn and refunded the tuition.*

Any student who believes he/she has received an unfair grade may appeal the grade decision. A grade appeal will be initiated within **30** days from the date the grade was issued and the appeal will be in writing. The procedure for a student to exercise the right to appeal a grade is as follows:

<b>Appeal to the Instructor.</b>	The instructor will investigate and respond to the appeal, in writing, within <b>five</b> college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within <b>five</b> days after receiving the decision.
<b>Appeal to the Academic Department Head</b>	The academic department head will investigate and respond to the appeal, in writing, within <b>five</b> college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within <b>five</b> days after receiving the decision.
<b>Appeal to the Academic Dean</b>	The academic dean will investigate and respond to the appeal, in writing, within <b>five</b> college working days. If the student feels that the issue is still unresolved, the student should appeal to the next level within <b>five</b> days after receiving the decision.
<b>Appeal to the Vice President of Instruction</b>	The Vice President of Instruction will investigate and respond to the appeal, in writing, within <b>five</b> college working days. The decision of the Vice President of Instruction is final.

**INSTRUCTIONS:** Complete all parts of Sections 1 and 2, and then submit this form as an attachment via email to the instructor of the course for which a grade is being appealed.

## SECTION 1: STUDENT INFORMATION

<b>Student Name (First, Middle, Initial, Last):</b>	
<b>Student ID Number:</b>	
<b>Contact Phone w/Area Code (Ex: 336-578-8090):</b>	
<b>Email Address:</b>	

## SECTION 2: STUDENT DESCRIPTION OF GRADE APPEAL ISSUE

<b>Date appeal submitted:</b>	
<b>Course number and section:</b>	
<b>Program or Major:</b>	

Describe the problem in detail. Be as specific as possible in describing: Sequence of events, efforts you have made to resolve the grade dispute, supporting evidence, recommended solution(s) or desired outcome, and attached scans of documents that support your appeal.

**STUDENT DESCRIPTION OF GRADE APPEAL ISSUE:**

### SECTION 3: INSTRUCTOR RESPONSE

**INSTRUCTOR:** Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records. NOTE: If the instructor of record is the academic department head, skip this section and provide a response in the following section.

**Instructor Name:**

**Academic Department:**

**Email Address:**

**Academic Department  
Head Name:**

**Academic Department  
Head Email Address:**

**Decision and Supporting  
Rationale:**

**STUDENT:** Please review the Instructor's response and specifically indicate via email to the Instructor and Academic Department Head whether you:

1. Accept this decision and wish to end the appeal process at this point or,
2. Do not accept this decision and wish to submit the appeal to the academic department head identified above.

**Send the Grade Appeal Form in its entirety, along with any original attachments, in your email response to both the Instructor and Academic Department Head.**

**SECTION 4: ACADEMIC DEPARTMENT HEAD RESPONSE**

**ACADEMIC DEPARTMENT HEAD:** Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records.

**Academic Department Head Name:**

**Academic Department:**

**Email Address:**

**Academic Dean Name:**

**Academic Dean Email Address:**

**Decision and Supporting Rationale:**

**STUDENT:** Please review the Academic Department Head's response and specifically indicate via email to the Academic Department Head and Academic Dean whether you:

1. Accept this decision and wish to end the appeal process at this point or,
2. Do not accept this decision and wish to submit the appeal to the academic dean identified above.

**Send the Grade Appeal Form in its entirety, along with any original attachments, in your email response to both the Academic Department Head and Academic Dean.**

**SECTION 5: ACADEMIC DEAN RESPONSE**

**ACADEMIC DEAN:** Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records.

**Academic Dean Name:**

**Academic Division:**

**Email Address:**

**Vice President of Instruction Name:**

**VP of Instruction Email Address:**

**Decision and Supporting Rationale:**

**STUDENT:** Please review the Academic Dean's response and specifically indicate via email to the Academic Dean and VP of Instruction whether you:

1. Accept this decision and wish to end the appeal process at this point or,
2. Do not accept this decision and wish to submit the appeal to the Vice President of Instruction identified above.

**Send the Grade Appeal Form in its entirety, along with any original attachments, in your email response to both the Academic Dean and VP of Instruction.**

**SECTION 6: VICE PRESIDENT OF INSTRUCTION RESPONSE**

**VICE PRESIDENT OF INSTRUCTION:** Provide the student with a response within five working days of receipt of the Grade Appeal Form and retain a copy on file for college records.

**Vice President of Instruction Name:**

**Email Address:**

**Decision and Supporting Rationale:**

**STUDENT:** Please review the Vice President of Instruction's response and specifically indicate via email to the Vice President of Instruction whether you:

1. Acknowledge receiving this decision and,
2. Understand that this decision is binding and represents the final level of appeal.

**Send the Grade Appeal Form in its entirety, along with any original attachments, in your email response to the VP of Instruction.**