

Grade Appeal Form

Name of Student	Student Number
Submitted to (Division Chairperson)	Date Submitted

Section A (To be completed by the Student)

- I. Course information
 - a. Name of course _____
 - b. Course number _____
 - c. Course section number _____
 - d. Semester course was taken _____
 - e. Days of week course met _____
 - f. Time of day course met _____
 - g. Course location _____

- II. Name of Instructor _____

- III. Date on which the specific item in question was received by the student

- IV. Date on which the student presented his/her appeal to the instructor for the respective course

- V. Concise, clear description of the specific nature of the complaint with particular regard to a description of how the grade at issue was either unfair, inaccurate, or both

Section A1 (To be completed by the instructor)

- VI. Description of the results of the student's discussion with his/her instructor

- VII. Date on which the results of student/instructor discussion were finalized

- VIII. Attachments (from the student)

Student's Signature	Instructors Signature
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(Section A and A1 must be presented to the appropriate Division Chairperson for appeal)

Grade Appeal Form

Section B (To be completed by the Division Chairperson)

Name of Student

Student Number

I. Date on which the appeal was filed with the Division Chairperson

II. Actions/findings of the Division Chairperson

III. Attachment (from the Instructor and/or Division Chairperson)

IV. Decision of the Division Chairperson

V. Date of decision and notification (copies of Section A and B) given to the student and instructor

Division Chair's Signature

(Section A and B must be presented to the Vice President for Students for appeal along with a Notice of Appeal)

Grade Appeal Form

Notice of Appeal

I, _____, wish to appeal the decision of the Division Chairperson, as presented on Sections A, A1 and B, to the Vice President for Students.

Student's Signature

Student Number

Date

Attachments: Grade Appeal Form and any submitted documentation

Grade Appeal Form

Section C (To be completed by the Vice President for Students)

Name of Student

Student Number

I. Date on which the appeal was filed with the Vice President for Students

II. Actions/findings of the Vice President for Students

III. Attachments (from the instructor and/or Vice President for Students)

IV. Decision of Vice President for Students

V. Date of decision and notification given to the student, instructor, and Division Chairperson

Vice President for Students Signature