

FINAL GRADE APPEAL FORM

The purpose of this form is for students to submit a formal appeal of their final grade(s). The student must verify the grade with the course instructor to ensure that no error has been made. All reasonable steps possible should be taken by the student to resolve a grade dispute with the instructor before pursuing the formal appeal process.

After attempting to resolve the dispute with the instructor, and within **30 calendar days** of the final exam date, the student wishing to appeal a final grade must fill out this form. Late appeals will not be accepted.

- ❖ As a result of this appeal, a final grade for an assignment/exam may be raised, lowered, or remain unchanged. Note that this may result in no change to the final grade for the course.
- ❖ Complete the checklist and the fields below. Incomplete applications will not be processed.

The grade appeal request must include:

- Printout of the Exam Viewing Request (submitted online), available at the library after viewing the exam. Student may arrange viewing times with instructor once the exam is available.
- Evidence to support one of the reasons for appeal (see below)
- Receipt of \$50 fee (payable at the Bookstore)

Submit this form, receipt, and supporting evidence to the Reception Desk

Student Name	Student ID	Email Address	
Course Instructor	Course Name and Section	Final Grade %	Final Letter Grade
Grade of Assignment/Exam	Assignment Name/Exam	Exam Date / Assignment Submission Date	

Identify the reasons for appealing the final grade(s) and provide the details:

- I feel my instructor did not follow the College policy and procedures relating to the assignment of grades.
- I feel my instructor did not follow the grading outline as per the approved course outline distributed to students. Students must be notified in writing or in any other way demonstrable of notifying all students of any changes of substance and relevance to the course outline.
- I feel my instructor did not treat me fairly compared to other students in the class.

<i>Student Signature</i>	<i>Date</i>
---------------------------------	--------------------

**OFFICE USE ONLY** *(Please do not write in this area)***Student Attendance and/or Academic Record****Comment from Instructor****Comment from Director****Committee Decision****ACTION**Updated in Database *(yes/no)*Updated in Course Archives *(yes/no)*Student Notified *(yes/no)*Name **(please print)**

Signature

Date Signed