

## Student Checklist for Grade Appeals:

- Review Grade Appeals documentation.
- Prepare concise statement explaining your reason for appeal.
- Discuss grade appeal case with Instructor and Instructor's Dean and notify each of your intention to further appeal the grade
- Return grade appeal Form A, your statement, and any evidence to the Administrative Assistant for Academic Affairs, Grady Clack Center, Suite 123.

***NOTE:*** *The deadline for filing grade appeals is no later than four months after the date the grades are officially due in the Registrar's office, or six weeks after the student begins a new semester, whichever comes first.*

# Appeal of Final Grade Not Involving Allegation of Academic Dishonesty or Misconduct

## Form A

This form must be signed on or before the deadline date of:

|              |         |      |
|--------------|---------|------|
|              |         |      |
| Student Name | CWID    | Date |
| Address      | Phone   |      |
| Email        | Program |      |

|                 |                          |
|-----------------|--------------------------|
|                 |                          |
| Course Title    | Course Prefix and Number |
| Instructor      | Semester Taken           |
| Mailing Address | Phone                    |
| Grade Received  | Grade Expected           |

After discussing grade appeal with faculty named below, have them sign and date of the discussion below.

|                   |      |
|-------------------|------|
|                   |      |
| Instructor        | Date |
| Instructor's Dean | Date |

***This form and a concise statement explaining your reason for appeal should be completed and submitted to Academic Affairs, Grady Clack, Suite 123.***

Student Signature

Date