FORM A

ACADEMIC APPEALS COMMITTEE
GRADE APPEAL FORM

THIS FORM MUST BE SIGNED ON OR BEFORE THE DEADLINE DATE OF:

Name ____________________________________________ Date _________________________

Classification ___________________________ Division ________________________________

Address ____________________________________________ Phone _________________________

Student ID __________________________________________

Email Address __________________________________________

Course Title _______________________________ Course Prefix and Number ________________________

Instructor ____________________________________________ Semester _________________________

Mailing Address ____________________________________________ Phone _________________________

Grade Received _______________________________ Grade Expected ________________________

After discussing grade appeal with faculty named below, secure signatures and record the dates on which you discussed your appeal application with those persons.

Name ____________________________ Date _________________

Instructor* ____________________________ _________________________

Instructor’s Div. Chair ____________________________ _________________________

Division Chair ____________________________ _________________________

This form and a concise statement explaining your reason for appeal should be completed and submitted to the Office of the Vice President, Academic Affairs Grady W. Clack Center, Suite 123 by the Deadline Date of __________

Student Signature ____________________________ Date _________________

Name ____________________________ Date _________________
FORM B

GRADE APPEAL

Academic Appeals Committee

Request of Verification Form

Name is processing an appeal of a grade that he/she received in Course Name during the ___ semester, Year.

While no student is to be denied a hearing before the Academic Appeals Committee (AAC), problems involving grade appeals should be resolved at the departmental level if at all possible. The purview of the AAC is quite narrow and strictly defined. The AAC hears cases based on grading errors, policy changes, unfair application of standards, and misapplication of the syllabus (See Policy & Procedure Letter 2-0821). Appeals based on concerns related to style or quality of instruction should be resolved at the division level.

Have you discussed this matter with the faculty member? Yes (Date __________) No

If "No," why?_____________________________________________________________

Have you discussed this matter with the student? Yes (Date __________) No

If "No," why?_____________________________________________________________

Please describe your attempts to resolve this matter (include approximate dates, when known):
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Division Chair

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE!

Return to: Administrative Assistant
Vice President, Academic Affairs
Grady W. Clack Center, Suite 123
Please Print or Type
FORM C

GRADE APPEAL
Academic Appeals Committee
Request of Verification Form

Name is processing an appeal of a grade that he/she received in Course Name during the _____ semester, Year.

While no student is to be denied a hearing before the Academic Appeals Committee (AAC), problems involving grade appeals should be resolved at the departmental level if at all possible. The purview of the AAC is quite narrow and strictly defined. The AAC hears cases based on grading errors, policy changes, unfair application of standards, and misapplication of the syllabus (See Policy & Procedure Letter 2-0821). Appeals based on concerns related to style or quality of instruction should be resolved at the division level.

Have you discussed this action with the student? _____Yes (Date __________) _____No
If "No," why?___________________________________________________________

Have you discussed this action with the department head? _____Yes (Date __________) _____No
If "No," why?_______________________________________________________________

Please describe your attempts to resolve this matter (include approximate dates, when known). Use additional sheets as necessary:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Instructor

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE!

Return to: Administrative Assistant
Vice President, Academic Affairs
Grady W. Clack Center, Suite 123

P&P Letter 2-0821: "If a student has conferred with the instructor in question and has delivered the appropriate form to the instructor, but the completed instructor's form is not returned in a reasonable amount of time, the Academic Appeals Board may hear the case without the instructor's form. In such a case the AAC should hear the case without prejudice and the rights of the instructor to present evidence and testimony before the Committee should not be restricted."