



DAYTONA STATE COLLEGE

**QUESTION & ANSWER CENTER
1200 W. INTL. SPEEDWAY BLVD.
DAYTONA BEACH, FL. 32114
PH. 386-506-3646 FAX 386-506-3037**

FORMAL GRADE APPEAL

STUDENT'S NAME _____
STUDENT ID# _____ FalconNet email: _____
TELEPHONE # _____

Students who have a concern about the grade received for a course can file a formal grade appeal once the informal process has been completed.

Informal Grievance Process for Academic Disputes: The College provides an informal procedure to assist faculty and students in resolving grade disputes. The teaching faculty is authorized to issue grades based on their assessment of the student's level of performance, participation, quality and quantity of work. However, students who believe a faculty member has issued an incorrect grade(s) based on written documentation may seek recourse through the Informal Grievance Process, as outlined below:

It is the student's responsibility to request a conference with the instructor(s) involved within 30 calendar days after the end of the term in which the grade was issued. If the student and the instructor agree on the terms and conditions of a grade change or grade dispute the matter will be resolved. If the student disagrees with the instructor, or is not comfortable speaking with the instructor the student's next step is to contact the appropriate School Chair. The Chair may arrange a meeting with the student and the instructor in an effort to resolve the grade dispute. If the issue remains unresolved, the matter moves to the Formal Grievance Process.

Formal Grievance Process for Academic Grade Disputes

The student must submit the formal grievance in writing to the Question and Answer Center who will forward it to the appropriate associate vice president who reviews the written grievance and renders a decision. If the student is satisfied with the decision the matter is closed. If the student is not satisfied with the decision, the matter moves to the administrative review process.

The college response to all appeals will be sent to the FalconMail account.

Please indicate the reason(s) for your appeal on the back of this form or in an attached letter. Be sure to attach the required supporting documents to verify the reasons for your appeal in addition to your statement. Attach additional pages as necessary. PLEASE WRITE LEGIBLY.

COURSE PREFIX NUMBER	SECT #	SUBSESSION (CIRCLE ONE FOR EACH COURSE)			YEAR TERM	LAST DATE ATTENDED	FACULTY NAME
		A	B	FULL			
STUDENT SIGNATURE: _____					DATE: _____		

APPROVED				DENIED			
APPEAL INPUT		TUITION ADJUSTED		DENIED BY: _____			
EMAIL/LETTER SENT		CONTACT INPUT		EMAIL/LETTER SENT		CONTACT INPUT	
COMMENT: _____				COMMENT: _____			
APPROVER'S SIGNATURE _____				DATE PROCESSED: _____			



Appeal Policies

College policies are printed in the college catalog and are displayed on the web site. The college will accept an appeal of college policies to assist students who have experienced an **extraordinary** set of circumstances (e.g. a prolonged hospitalization, serious illness, death of an immediate family member, or non-voluntary military activation). Documentation from someone other than the student, such as health care providers, clergy, attorneys and/or other professionals, must be attached to the appeal application to verify the extraordinary circumstances.

Appeals can be made for the following situations:

- Financial Aid Suspension
- 4th attempt permission
- Formal Grade Appeal
- Withdraw from a class after the deadline to receive a W grade without GPA penalty
- Waiver of full cost tuition for the 3rd attempt of a class
- Grade change from "F" to "W"
- Administrative Drop

At times the academic and administrative appeal actions requested of the College adversely affect a student. When classes are dropped or all classes are changed to "withdrawal" as part of an appeal, the student financial aid award will need to be recalculated. As a result, a student may owe repayment of all or part of the financial aid received. The College recommends that each student thinking of submitting an appeal verify with the Office of Financial Aid that the requested action will not adversely affect their aid status or payments before submitting an appeal.

Appeal Process:

An appeal application needs to be completed and returned to the Question and Answer Center, Room 119, Building 100, on the Daytona campus or to the Falcon Center on any campus. **A signed written statement along with additional documentation supporting the appeal is required.** In some cases the application will be forwarded to the appropriate Appeal Committee for review, in others, the Q&A Center staff has been authorized to act on the appeal application.

Appeals for **extraordinary** circumstances may be made in cases of serious illness, death of an immediate family member, or non-voluntary military activation. **Supporting documents to verify the reasons for your appeal are required.** Issues such as child care, transportation, employment changes **are not** normally considered extraordinary circumstances for college appeals.

The college response will be done as soon as possible, recognizing that some appeals will require contact with faculty members, and consultations with the Records Office, Financial Aid Office, and Student Accounts. **The college response to all appeals will be sent to the student FalconMail account.**

Financial Aid Suspension: Students who have received student financial assistance are required by federal regulations to maintain satisfactory academic progress. The full policy is listed in the college catalog. To be in compliance a student must earn a grade point average of 2.0 or higher, and earn 67% of all courses attempted. In addition, an aid recipient must complete their degree within 150% of the normal timeframe (credits attempted). If there were extraordinary circumstances that prevented a student from making satisfactory progress, which will no longer be a factor, an appeal of the suspension may be approved. The last date to submit an appeal of this nature is the first day of class for the semester in question.

In certain cases a one-time extension to the 150% rule can be approved during which time a student is allowed to receive aid only in courses that are needed to complete their **current** degree or certificate program. An approved graduation check-down will be required prior to approval of a time limit appeal.

Waiver of full cost tuition for the 3rd attempt of a class: The State of Florida does not allow a student to attempt a course more than twice and receive the benefit of in-state tuition. Students who attempt a course for the 3rd time are required to pay the full cost of education (out of state tuition rate). If extraordinary circumstances were present during the 2nd attempt, a waiver for the full cost charge can be approved by the college. The grade earned during the 3rd attempt must be entered; a withdrawal from the 3rd attempt cannot be done. The last date to submit an appeal of this nature is the last day of class for the semester in question.

4th attempt permission: In extraordinary circumstances, a student may need to attempt a class for the 4th time, if extraordinary circumstances were present during the 3rd attempt. In all cases student must pay the out of state tuition rate. The grade earned during the 4th attempt will be entered; a withdrawal from the 4th attempt cannot be done. Detailed written documentation is necessary, and the appeal must be done prior to the start of the semester.

Withdraw from a class after the deadline to receive a W grade: The academic calendar indicates the last date to withdraw from a class in order to receive a “W” grade without grade point penalty. A student who stops attending after that date will receive the grade awarded by the instructor (usually an “F” if all work is not completed). In extraordinary circumstances, the student may appeal to receive a “W” after the published date. If this appeal approval results in a withdrawal from all courses, a student receiving financial aid will be subject to the federal refund formula calculations, and may result in a balance due for tuition and fees. In some cases, depending on the enrollment cycle for other classes, a W grade will affect future financial aid disbursements. The last date to submit an appeal of this nature is prior to the grade being entered for the semester.

Grade change from “F” to “W”: Students who register for a class and do not withdraw, or for students who cease attending a class usually receive an “F” grade. In extraordinary circumstances, the college will approve an appeal requesting the grade of “F” be changed to a “W” with the permission of the instructor and department chair. Appeals of this nature are forwarded to the academic area for review and action. The last date to submit an appeal of this nature is the last day of class of the next major semester after the course was taken. Students who have received financial aid will be reviewed to insure all federal regulations are applied retroactively to the date of withdrawal, many times resulting in a balance due.

Formal Grade Appeal: Students who believe a faculty member has issued an incorrect grade(s) based on written documentation may seek recourse through the Informal Grievance Process as outlined in the Student Handbook. The College provides an informal procedure to assist faculty and students in resolving grade disputes. The teaching faculty is authorized to issue grades based on their assessment of the student’s level of performance, participation, quality and quantity of work. If the student and the instructor cannot agree during the informal process the student may submit the formal grievance in writing to the Question and Answer Center who will forward it to the appropriate associate vice president, who reviews the written grievance and renders a decision.

Administrative Drop: A student who has paid the tuition bill may request a refund if there is extenuating circumstances that may warrant such an action. Documentation for this request needs to be extensive and indicate a serious personal situation that prevented a withdrawal prior to the start of the term in question. A student who has received financial aid could owe a repayment resulting from the recalculation of enrollment status, or if this appeal results in a drop from all courses, a student will be subject to the federal refund formula calculations and/or the requirement that all financial aid funds be returned. In some cases the result may be a balance due for tuition and fees. A student who received a financial aid refund, or received a book voucher, will have to return all funds disbursed prior to the drop being processed if the appeal is approved. The last date to submit an appeal of this nature is prior to the grade being entered for the semester.
