



Request for Formal Grade Change

Please read this form in its entirety before signing below:

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.

Submission Deadline: *Thirty (30) days after the end of the term the course was taken.*

The College response to all appeals will be sent to your **FalconMail** account.

Prior to submitting an appeal, please read carefully and completely the Appeals Policy and Criteria. This appeal must be completed in its entirety with supporting documentation upon submission.

Student Name

Student ID Number

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Telephone Number

1. Have you attached a personal statement and supporting documentation to verify the reason(s) for your Formal Grade appeal after the Informal Grievance Process for Academic Disputes?
 - Yes
 - No
2. Please initial to indicate your understanding that your appeal will be denied if a personal statement and supporting documentation is not provided at the time of submission to the college. You also agree that consideration after the submission deadline will only be made if the circumstance interfered with the deadline date. _____

Course Subject/Section	Class Number	Semester and Year	Sub-session <small>(Circle one per course)</small>			Faculty Name	Last Date Attended
			A	B	FULL		

Student Signature

Date