



APPEAL OF FINAL GRADE FORM
Use this form to appeal a final grade
Appeal of Final Grade Procedure – ES4660

Please type or print and use this form as your progressive working document during this appeal. Upon completion of Step One, please submit to your instructor. This form must be submitted within the first three (3) weeks of the next college term after the grade was assigned.

Student's Name _____ Student ID # _____
Address _____ Phone Home _____
Director of Nursing Education (if relevant) _____ Dean/Provost _____
Course Number _____ Section _____ Course Title _____
Instructor's Name _____ Campus _____

Step One: Attach verifiable evidence to this form that supports your request for a change of final grade. Include all relevant details and attachments that support your request/appeal. Briefly and clearly state below the remedy you are requesting from this review/appeal by your instructor. Once completed, submit this form to your instructor, who will have 5 days to review the information and schedule a meeting with you.

Remedy sought by the student: _____

Signature of Student _____
Date Submitted to Faculty along with a copy of this form for the Faculty's review _____
Meeting Date Scheduled with Faculty _____

Step One continued: Discussion with Instructor
Items to be reviewed: Syllabus _____; Blackboard grades _____; Points/Percentage totals _____; items requested for review by the student _____

Signature of Instructor _____ Date _____
Signature of Student _____ Date _____

Decision: _____

Request Granted () Request Denied () Other resolution—See above decision ()

(This form must be returned to the student. Photocopy for your records.)

Nursing Students only to be completed before Step Two

Pre-Step Two: Discussion with Director of Nursing Education

Items to be reviewed: Syllabus____; Blackboard grades____; Items discussed that have not been resolved as noted by the student_____

Signature of Student _____

Date _____

Signature of Director of Nursing Education _____

Date _____

Decision: (to be submitted to the student within 5 working days of the discussion)_____

(This form must be returned to the student. Photocopy for your records.)

If student thinks the issue has not been resolved, the student may request a review by the Dean/Provost within five days of receipt of the faculty decision.

Step Two: Discussion with Dean to include faculty and student

Items to be reviewed: Syllabus____; Blackboard grades____; Items discussed that have not been resolved as noted by the student_____

Signature of Student _____

Date _____

Signature of Instructor _____

Date _____

Signature of Dean/Provost _____

Date _____

Decision: (to be submitted to the student within 5 working days of the discussion)_____

(This form must be returned to the student. Photocopy for your records.)

Step Three: If after the two discussions noted above the Student thinks the issue is not resolved and the issue need further review, the Student may submit their request for appeal/review to the Chairperson of the College Review Board within 5 days of the outcome of the meeting with the Dean/Provost and Faculty.

Signature of _____ Date Received _____
College Review Board Chairperson

Review of Procedure _____; Hearing Scheduled Date: _____

Hearing Decision _____ Date _____

Comments _____

Instructor and student notified in writing () Date _____

(This form must be returned to the student. Photocopy for your records.)