

Use blue or black ink and **PRINT** clearly. Term: Semester _____ Year _____

Student Name (Last, First, Initial)

Student Banner ID

--	--	--	--	--	--	--	--	--	--

Phone Number (_____) _____ - _____ Continuing New (or Returning)

Email: School _____ Personal _____

Course Name & Number _____ CRN _____ Instructor _____

Grade Received in Course: _____

Procedure:

Please note that an SLCC appeal of grade may only be filed in challenge of a **final course grade**, not for individual grading of assignments within a course.

Step 1 – Informal Grade Appeal Process: Before filling this formal Appeal of Final Grade, the student should contact and informally ask the Instructor of course to discuss and review the discrepancy in grading. The informal appeal of grade between student and instructor must occur before a formal challenge to the grade will be considered. In such cases where the Instructor is unable to meet or communicate informally on the student’s appeal the formal process may proceed, but the student is expected to document attempts made to discuss the grade with the Instructor.

Step 2 – Complete this form and attach a **typed, written letter** detailing the nature of the appeal of the final grade in the course within twenty (20) business days of the posting of that final grade. Attach any documentation that supports the appeal of grade. *Note – grade appeals **MUST** be based on evidence of miscalculation of grade, error in reporting, discrepancies in grading on canvas, evidence that grades were not administered equitably between students in the class (i.e. different standards applied), etc. The appeal must address issues of a grade being incorrectly awarded, not issues concerning the perceived quality of instruction.

Step 3 – Submit form, written letter of appeal and all documentation either in person to the Dean’s Administrative Assistant for the appropriate division under which the course grade being appealed resides, or electronically from an SLCC email account only (not personal or other non-SLCC email accounts – these will not be accepted for review) to the appropriate Dean’s Administrative Assistant.

For Final Grade Appeals, the underlying complaint may NOT include, as part of this formal process, the assertion of bias or improper actions of the Instructor based on personal animosity or other prejudicial matters – in such cases this appeal will stop and the complaint should instead be filled with SLCC as a Title IX report through the Office of Student Engagement.

Student Signature

Date

Appeal Levels and Process:

Formal appeals of Final Grade may proceed through several steps at SLCC if the student desires. If an appeal is denied, the student may take the appeal to a next-level within the chain of Academic Affairs at SLCC. At each stage, the SLCC officer at that level will determine to grant or deny the appeal, and it is the student’s choice to continue the appeals process. At each stage, if denied, the student would send their appeal on to the next level as below:

Chair/Assistant Dean (if applicable) → Academic Dean → Academic Standards Committee

First Level Appeal:

Chair of Department or Assistant Dean

_____ Grant Appeal _____ Deny _____
Chair/Assistant Dean Signature & Date

(* If Chair is instructor of class in which grade is being contested, then this appeal is directed to the 2nd Level Review by the Academic Dean below)

Second Level Appeal:

Academic Dean of appropriate Division

_____ Grant Appeal _____ Deny _____
Academic Dean Signature & Date

Third Level Appeal:

Academic Standards Committee or Appeals Sub-committee (appeal or challenge to be sent to current Chair of committee)

_____ Grant Appeal _____ Deny _____
Chair, Academic Standards Signature & Date

** Note: If appeal is granted at any Level of the process, the office of the appropriate Dean will verify and execute an SLCC Change of Grade form to reflect the decision of the appeal and file with the office of the Registrar.

*** Note: If the appeal is taken through the 3rd Level of review, a copy of this form and all outcomes/signatures will be provided for record to the office of the Vice Chancellor for Academic Affairs.