
Printed Name

Signature

Street Address

City

State

ZIP

Daytime Phone

Email Address

Student ID#

Program/Major/Area

Date Appeal Submitted

Course

Instructor

Process

There are **critically important dates** to be aware of when submitting a grade appeal. Students are encouraged to **review and follow** the Grade Appeal Process (3.17.5) found on ATCC's website under Policies and Procedures.

- A grade may be appealed based upon one of the three criteria below. Which criteria is your appeal based upon?
 - The methods or criteria for evaluating academic performance, as stated in the course syllabus, were not followed in determining grades.
 - The instructor applied grading criteria unfairly.
 - The instructor erred in calculating the grade or recording the grade.

- You must first attempt to resolve grade appeal informally before pursuing the formal grade appeal. Please describe the outcome of your meeting with the faculty of the class.

- If the meeting with the faculty did not produce the desired outcome you must meet with the division dean to informally discuss your grade appeal. Please describe the outcome of your meeting with the division dean.

- In addition to the Grade Appeal form, submit all information pertinent to the appeal such as: specific action you are requesting; emails between you and staff; assignments; syllabus; graded assignments; any evidence of faculty bias; and any other relevant material. Use a separate sheet if needed and attach supporting documentation. Please submit information relevant to the criteria of the appeal.