

Grade Appeal Form

A Grade Appeal may not be initiated until final course completion.

In the event that the student cannot resolve the issue with his/her instructor, this form shall be completed and delivered to the dean's office of the program/instructor. This is an Instructional Department process.

I have met with the instructor and my final course grade issue is not resolved.

Grade Appeal must be based on (please check all that apply):

- Errors were made in calculating or posting the official RTC grade,
- The instructor did not follow the grading criteria outlined in the course syllabus,
- Grading criteria were not uniformly applied.

A student is encouraged to file a grade appeal within two (2) instructional days of the end of the quarter. A grade appeal filed after one (1) quarter in which the grade was earned, will not be considered. The student will be notified of the result of their grade appeal via email within four (4) instructional days of filing.

Student Name: _____ **Today's Date:** _____

SID: _____ **Student Contact Info:** _____
 (all working phone numbers, current e-mail, etc.)

Program: _____ **Course & Grade:** _____ **Instructor:** _____

Description reason for grade appeal: (attach additional notes/documentation if necessary)

Resolution Sought: _____

Student Signature: _____ **Date:** _____

Person Receiving Form: _____ **Date:** _____

Dean's Review Date: _____ **(attach additional notes/documentation if necessary)**

- Retain Grade**
- Change Grade to:** _____
 - Errors were made in calculating or posting the official RTC grade,
 - The instructor did not follow the grading criteria outlined in the course syllabus,
 - Grading criteria were not uniformly applied.

Dean's Signature: _____ **Date:** _____