

Grade Appeal Form

This Grade Appeal Form provides guidance for students in following the appropriate process for appealing the assignment of a grade, whether for a specific requirement within a course or for a course as a whole. Use this form to document your appeal. When completed, send your completed form, with supporting documents as attachments, to NK-DeanOfAcademics@ncc.commnet.edu.

Name: _____ NCC Student ID#: _____

Address: _____ Work Phone: _____

_____ Home Phone: Cell _____

Email: _____ Phone: _____

Name of Professor: _____ Course Number and Title: _____

_____ Semester/Term: _____

In the space below, state your appeal. Be as specific as possible. Please identify any specific course policy or procedure you believe was applied to you unfairly and any other information indicating why you feel the grade assigned was inappropriate.

If you have attached any documents to this form, please list them in the space below and indicate how they support your appeal.

In the space below, please state the remedy you are seeking.

Level One: Grade appeals must first be presented informally to the instructor with the aim of resolving the issue in a mutually agreeable manner (e.g. grade changed or reason for grade more clearly explained and understood). **This level may not be skipped.**

Date completed: _____

Describe what happened: _____

Level Two: If the matter is not resolved satisfactorily from your perspective through conversation with your instructor, you must take your appeal to the chair of the department to which your instructor belongs. If you are not certain as to who the chair is, please contact the Academic Dean's Office for clarification. This appeal should start with contacting the chair informally. Follow the chair's guidance as to whether you should submit a written account. **This level may not be skipped.**

Date completed: _____

Describe what happened: _____

Level Three: If the matter is still not resolved, you may appeal in writing to the Academic Dean. Include this completed form and any supporting documents you would like the Dean to consider as attachments to your emailed appeal. The Dean may ask you to submit additional material or schedule an informal conversation with you to clarify questions, but these additional steps are not required. You will receive the Dean's decision within twenty-one days from receipt of your written appeal. **The Dean's decision is final.**

Date submitted: _____

Student's Signature

Date