

**SOUTH SUBURBAN COLLEGE
FINAL GRADE APPEAL FORM**

The student must formally initiate the process by October 15th of the current year (for spring or summer grades) and March 15th of the subsequent year for fall grades. In the event the day falls on a weekend, the deadline is extended to the following Monday. If the deadline has lapsed, the grade becomes permanent on the student's transcript.

STEP # 1: The student must discuss the grade concern with the course instructor in an attempt to initiate communication to resolve the situation.

STUDENT'S NAME: _____ **STUDENT ID#:** _____

CONTACT #: _____ **E-MAIL ADDRESS:** _____

COURSE NAME, NUMBER & SECTION: _____ **INSTRUCTOR:** _____

SEMESTER IN WHICH THE COURSE WAS TAKEN: FALL SPRING SUMMER **YEAR:** 20

A: To be completed by the student. Briefly explain the reason you believe your grade is incorrect.

STUDENT SIGNATURE: _____ **DATE:** _____

B: To be completed by the instructor.

DATE OF DISCUSSION WITH STUDENT: _____

If communication was through email, please attach a copy to the form.

OUTCOME OF DISCUSSION: Issue resolved Issue to proceed

PLEASE EXPLAIN:

INSTRUCTOR SIGNATURE: _____ **DATE:** _____

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STEP # 2 - If the matter is not resolved in Step 1, the student shall utilize the final grade appeal form and submit the information to the appropriate academic administrator. Any materials related to the computation of the grade must be presented to the academic administrator at step 2 of the grade appeal process. Materials, such as tests, quizzes, papers or assignments, related to the computation of the grade not presented at step 2 of the process may not be considered at step 3 of the grade appeal process. This written final grade appeal must be filed with the appropriate academic administrator by the dates as stated above. The academic administrator will discuss the grade concern with the student, and if necessary, the instructor. The academic administrator will compile all information and forward the complete packet to the appropriate Vice President for step 3 of the process.

A. STUDENT TO COMPLETE.

REASON FOR THE FINAL GRADE APPEAL: *Please describe your concerns relative to the final grade.*

**B. ADMINISTRATOR TO COMPLETE.
ADMINISTRATOR NOTES:**

ADMINISTRATOR'S SIGNATURE

DATE SUBMITTED:

STEP #3 – Upon receipt of the completed packet from the academic administrator, the Vice President will schedule a meeting with the Academic Appeals Committee, student, and instructor to review the grade determination. The meeting with the Academic Appeals committee may only be cancelled with twenty-four (24) hours advance notice. If the meeting is not cancelled with proper notice or the student fails to appear, the Committee will consider the information submitted and make a decision based upon information and other documentation available. The student may only cancel the meeting with the Academic Appeals Committee or request that the meeting be rescheduled once unless a documentation of an emergency is provided. The Vice President will communicate the decision of the Academic Appeals Committee in writing to the student. The decision of the Committee is final and will be reflected on the student's transcript. Every attempt will be made to try to conclude the process within a reasonable time frame.

GRADE APPEAL DATES AND TIMES TBD FOR 2018-2019 ACADEMIC YEAR

GRADE APPEAL APPROVED GRADE APPEAL DENIED

Committee Members _____

