

Grade Appeal Form

A student seeking a grade change must first meet informally with the instructor who assigned the grade. This form is to be used only when there is not a resolution and the student chooses to request a formal appeal. This form must be submitted to the appropriate dean within 5 working days of the meeting with the instructor. **There are student and administrative deadlines for each step in the informal and formal grade appeal process – it's imperative that these deadlines, as outlined in Procedure 500.35 and available on the IECC website, are met. IECC does not review the judgment of a faculty member in assessing the quality of a student's work.**

Student Name: _____ Student ID #: _____

Address: _____

Student's IECC email: _____@iecc.edu

I hereby appeal the semester/term grade assigned to me for the following class:

Course Prefix/Course Number: _____ Section Number: _____

Course Title: _____

Semester/Year Taken: _____ / _____ Instructor: _____

Instructor Assigned Grade: _____ Grade as Determined by Student: _____

Date of Student/Instructor informal conference: _____

Grounds for the Grade Appeal (Check all that apply):

- A mathematical or clerical error resulted in the assignment of an incorrect grade.
- The assignment of the grade was based on factors other than academic performance in the course.
- The assigned grade was based on an unreasonable departure from the instructor's previously announced standards.
- The assignment of a grade was based on different standards than those applied to other students in the course.

Attach a brief description (and any supporting documentation) to aid in justifying your appeal.

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

(This is an acknowledgement that the student met with you and the request for a grade change was denied.)

Dean's Signature: _____ Date: _____

Upon receipt of this formal Grade Appeal Form, the Dean will convene the Academic Standards Committee who will meet and issue a written decision to the student within 10 working days.