

Northwest-Shoals Community College Grade Appeal Form

The first level of a grade appeal is between the student and instructor. Hopefully any disagreement will be resolved at this level. If no resolution is achieved at this level, the student should proceed with this form. This form will NOT be processed until a meeting has taken place between the student and instructor in an attempt to resolve the problem at that level.

Name _____ Student Number _____

Course _____ Grade Awarded _____
(must be a final grade)

Semester for which grade was issued: Fall ___ Spring ___ Summer ___ Year _____

Have you discussed this grade with your instructor to gain an understanding of the procedure used in awarding the grade? _____

Date and time initial meeting took place: _____

Nature of Appeal _____

This form should be completed and returned to the Dean of Instruction's Office.

For Official Use Only

Committee Members

Division Chair

VP Office

GRADE APPEAL

It is preferred that all grade appeals be handled in an informal manner between the student and the instructor. If the discussion between the two does not result in a resolution, a formal grade appeal will be considered.

The grade appeal procedure must be initiated by the end of the drop/add period of the term following the term in which the grade was awarded. There can be no formal grade appeal for any grade other than a final grade; however, lab grades, project grades, tests, and other assignments, which may adversely affect the final grade, may be appealed by the student.

Since the first level of appeal is between the student and the instructor of the course, it is necessary that the student confer with the instructor to gain understanding of the procedure used in awarding the grade. Preferably, any disagreement will be resolved at this level. If a resolution is impossible at this level, the student may make a formal grade appeal to the Division Chairperson. The student should obtain a form from the office of the Vice President to formally request a grade appeal.

Upon completion of the Grade Appeal form, the student should return the form to the Dean of Instruction's office. The Dean of Instruction will then inform the Division Chairperson of the appeal and will request that the chairperson meet with the student to discuss the problem. If the matter can be resolved at this level, it should be done in writing on the Grade Appeal form. If no resolution is reached, the student will meet with the Grade Appeal Committee. This committee is selected by the Division Chairperson to hear this appeal only. (If the Division Chairperson is the instructor of the course, the Dean of Instruction will appoint another division chairperson to chair the Grade Appeal Committee).

The committee will be headed by the Division Chairperson; and will consist, if possible, of at least one faculty member from the discipline of the course in dispute. All committees should consist of no fewer than three faculty members. It will be the intent of the committee to be objective and even-handed as it reviews the grade appeal.

The committee may request any documentation necessary from the student and/or the instructor. The committee will interview the student and may wish to interview the instructor. Based on the finding from the information and the interview, the committee will make a formal recommendation to the Dean of Instruction.

The Dean of Instruction may accept the recommendation, request further information, or reject the committee's recommendation. In all cases, the Dean of Instruction will inform the student in writing of the findings.