

Grade Appeals Checklist

Before Filing:

- ❑ Gather supportive documentation
- ❑ Arrange meeting with instructor and explain the basis for your claim
(keep all documentations that shows you attempted to contact your instructor)
 - Granted – The Instructor will be responsible for updating the grade accordingly. *No further action required*
 - Denied – Continue the checklist

To Officially File:

- ❑ Complete Student Grade Appeal Form
- ❑ Make copies of all documentation for your records
- ❑ Submit the completed form and supporting documentation to the Academic Administration Office.
 - Be sure to put current contact information where you can be reached on the Student Grade Appeal Form
- ❑ Check your email and mail for updates
- ❑ If you receive a decision that is unsatisfactory, issue your response within three (3) days to further pursue your appeal. If no response is given to the Academic Administration Office after three days, it is assumed that the student accepts the decision.
- ❑ Check your email and mail for updates