



## Course Grade Appeal Form

*This form will not be accepted by the Registrar's Office after the first week of the following semester.*

### To Be Completed by the Student:

Student name: \_\_\_\_\_

Student K-TECH ID: \_\_\_\_\_

Program name: \_\_\_\_\_

Major: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Email: @k-tech.edu.kw

Semester/Year Course Taken: ☐ Fall 20 \_\_ \_\_ ☐ Spring 20 \_\_ \_\_ ☐ Summer 20 \_\_ \_\_

Course Code and Number: \_\_\_\_\_ - \_\_\_\_\_ Section: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Grade Received: \_\_\_\_\_

No grade may be appealed after the first week of the following semester in which the grade was assigned. This form should be completed AFTER the student has met with the instructor and the department chair.

Appeal for New Grade: \_\_\_\_\_

### Justification for Grade Change Request:

☐ Data Entry Error ☐ Computational Error ☐ Other (please specify): \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Submit Completed Appeal Packet

Student submits completed appeal packet to the Office of Student Affairs. Only complete packets will be reviewed by the Vice President for Student Affairs (VPSA).

### - Decision and Student Notification

The Office of Student Affairs will notify the student in writing of the decision and any action taken.

Decision: ☐ Approved ☐ Rejected

Original Grade Assigned: \_\_\_\_\_

New Grade after Appeal: \_\_\_\_\_

V.P. for Student Affairs Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### REGISTRAR'S OFFICE USE ONLY:

CGPA before grade change: \_\_\_\_\_

SGPA before grade change: \_\_\_\_\_

CGPA after grade change: \_\_\_\_\_

SGPA after grade change: \_\_\_\_\_

Head of Admission & Registration Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

– A final copy must be sent to all who have signed above.

## PROCEDURE FOR FILING A GRADE APPEAL

A student who wishes to appeal a faculty decision on a final grade must submit a grade appeal form, available at the Office of Admissions and the Registrar. All students have the right to appeal grades, but filing an appeal does not guarantee that the grade will be changed. Appeals must be received during the first week of the next regular semester. By submitting a grade appeal, the student acknowledges that no additional mechanisms exist within the college for the review of the grade, and that the college's administration cannot influence or affect the outcome of the review.

### Reasons for a Grade Appeal:

A valid appeal needs to demonstrate one of the following:

- The situation appears to be beyond the student's control, such as an extreme emergency.
- There has been a mathematical or clerical mistake.
- Failure of the instructor to provide a justifiable explanation for the grade.

The following reasons are **not valid and will not be considered** for appeal by the VPSA:

- Excessive absences beyond what the syllabus or catalog allows.
- Lack of awareness of withdrawal policies.
- Academic difficulty.
- Academic dishonesty (such as plagiarism or cheating).

### Grade Appeals Packet:

1. Fill out the grade appeal form.
2. If your appeal includes the claim of an emergency, you will need to include documentation (police report for accident, doctor's note for illness, letter from employer). Documentation should be translated into English.
3. Include a letter with your appeal form explaining why you feel that your grade does not reflect the work you have done in the class and what part of the class syllabus you think has been ignored or violated. List in the appeal letter the dates that you have spoken with the instructor, what was discussed during the meetings and the result of each of these discussions.

### Submit Appeals Packet to the Office of Student Affairs:

Only completed appeals packets with student signature will be forwarded to Office of Student Affairs for review. The appeal is due no later than the end of the first week of the following semester.

### V.P. for Student Affairs Review and Decision:

Once the VPSA has reviewed the appeal, the course instructor and Department Chair will be consulted. Students will be notified in writing of the VPSA's decision. The instructor will be given an access to change the grade after the approval of the Vice President for Student Affairs. If the faculty member is no longer with the College, the VPSA will notify the Department Chair for grade change. The Registrar Office and the student will be notified once the grade is changed.

***Again, only completed appeals packets will be reviewed by the VPSA. The VPSA's decision is final.***