



## Course Grade Appeal Form

Before any action can be taken concerning a grade-related issue, an attempt to resolve the issue with the instructor must be made as described in the Course Grade Appeal Procedures. Appeals can only be filed concerning final course grades. If the dispute cannot be resolved informally, the faculty department chair will direct the grade appeal documentation to the Grade Appeal Board to review and make a judgment on the merits of the appeal. The decision of the panel is final and will be communicated to the student via TCC e-mail.

**Print legibly or type in the spaces provided below. Return the completed portion to the office of the appropriate school office or to the Academic and Campus Services Office at the nearest campus.**

CWID: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Student's Name: \_\_\_\_\_ TCC E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/State/Zipcode: \_\_\_\_\_

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

Course ID & Title: \_\_\_\_\_ Section #: \_\_\_\_\_

Have you reviewed the TCC *Student Policies and Resources Handbook* concerning student complaint and course grade appeal procedures? Yes\_\_\_\_ No\_\_\_\_

Have you reviewed your syllabus to determine whether it addresses the grounds for your appeal? Yes\_\_\_\_ No\_\_\_\_

Have you discussed the issue with your instructor? Yes\_\_\_\_ No\_\_\_\_

Note to student: The syllabus informs students about the course policies and procedures. By continuing in the course after reviewing the syllabus, you agreed to the procedures outlined in the syllabus.

Please type your statement of appeal in the space provided or attach it as a separate typed page. Explain clearly and specifically the grounds for this appeal and why you believe your final course grade was calculated in a manner contrary to the syllabus or was assigned on some basis other than performance in the course, by using standards different from those applied by the same instructor to other students in the same course, or used different standards than what is listed on the syllabus of record. The following questions outline reasons for an appeal:

1. Were errors were made in calculating the final grade?
2. Was the student clearly informed of the process the instructor used to determine the final grade?
3. Did instructor consistently and fairly apply the grading system to all students?
4. Did the instructor change the grading system during the semester in a way that put the student at a serious disadvantage or without adequately communicating the change to the students in the class?



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Please attach or include documentation to support your appeal.

By signing below, I hereby acknowledge that I have read the Course Grade Appeal Procedure contained in the TCC Student Policies and Resources Handbook and understand the process outlined therein. I further understand that it is my responsibility to initiate this grade appeal, provide my written statement of appeal above, and attach all relevant documentation and supporting evidence. Additionally, I hereby affirm that all of the information provided is true and accurate to the best of my knowledge.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

**Documentation of Informal Resolution**

If an informal resolution can be reached, please document the results of the resolution in the space below. Attach additional pages if more space is needed for documentation.

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Signature and Printed Name of Department Chair or designee: \_\_\_\_\_

Date: \_\_\_\_\_ Student notified via TCC e-mail on \_\_\_\_ - \_\_\_\_ -20\_\_\_\_

**Documentation of Formal Resolution and Grade Appeal Board**

Document the results of the formal resolution process and the Grade Appeal Board in the space below. Attach additional pages if more space is needed for documentation.

Date and Time of Grade Appeal Board Meeting: \_\_\_\_\_

Final Decision and Justification: \_\_\_\_\_

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Signature and Printed Name of Board Chair: \_\_\_\_\_

Date: \_\_\_\_\_ Student notified via TCC e-mail on \_\_\_\_-\_\_\_\_-20\_\_\_\_