

Grade Appeal Form

Date Submitted: _____

If you wish to appeal the grade that you have received in a course, the first step is to discuss the matter with the faculty member who issued the grade. Once you have discussed the problem with the faculty member and are still unsatisfied, you must submit a formal appeal to the Chair of the department in which the course was offered. Complete this form and turn it in to Advising/Registration, a copy of which will be forwarded to the Chair and the faculty member. No complaint about a grade may be initiated later than thirty (30) calendar days following the last day of the instructional period for which the grade was granted. Appeals of the chair's finding may be submitted to the Academic Dean whose decision is final.

Student Name: _____ Student ID : _____

Major: _____ Email: _____ Phone : _____

Address: _____

Course in Question: _____ Instructor _____

Semester/Year: _____ Grade Received: _____

I have not discussed this with my instructor. Please help me to contact him/her.

I have spoken with the instructor and am formally appealing for a review of the grade.

Provide a detailed explanation for the challenge to the grade, including any back-up documentation (continue on back of page or attach additional information), and attach syllabus.

Received: Registrar _____ Date _____

Sent to: Department Chair _____ Date _____ Academic Dean

ACTION _____

Grade Appeal Process

Step 1: The student must discuss the matter with the faculty member who issued the grade.

Step 2: Once they have discussed the problem with the faculty member and are still unsatisfied, they have thirty (30) calendar days following the last day of the instructional period for which the grade was granted to submit a formal appeal (see form) and turn it in to Advising/Registration along with a copy of the syllabus. A copy of which will be forwarded by the registrar to the Chair and Academic Dean.

Step 3: The Registrar submits the formal appeal to the appropriate Department Chair who will forward a copy to the faculty member. Faculty have ten (10) calendar days in which to send a written response to the Chair that answers the student's specific concerns and how the student's grade was determined. The department chair may ask for additional information from the student, faculty member, or others to reach a finding. The finding will be sent to the student in writing with copies sent to the faculty member and Academic Dean. In a case where the department chair is unavailable, or the appeal is filed against a Department Chair, the Associate Dean of Academics can investigate the appeal and render judgement.

Step 4: If the student is still unsatisfied they have 10 calendar days from notice of the finding to appeal to the Academic Dean whose decision is final.

This policy is governed by the Maine Community College System Policy #309 which reads:

Grade Appeals

An instructor has the authority to assign the grade that the instructor reasonably determines the student has earned. Each college shall also establish a procedure that allows students to appeal the instructor's grade to the department chair and, if not satisfied, to the college's chief academic officer. Under that appeal procedure, each decision-maker shall give due regard to the instructor's professional judgment. The academic officer shall have the final authority to enter the grade on the college's official transcript for any student, regardless of whether an appeal is so taken.