Roane State Community College
Final Grade Appeal Form

To the student: Before submitting a formal appeal you must have discussed the contested grade with the instructor. If you and the instructor are not able to reach a resolution, you must complete this form within 45 calendar days following the last day of the end of the semester in which the grade was posted.

Student’s full name______________________________________________________________

Banner ID ________________________________________________________________

Local/current address __________________________________________________________

Local/current phone number _____________________________

Course/section in which the grade is being contested:

Course title ____________________________________________

Course # _______   Section _______   Semester _______   Year _______

Grade received _______   Grade you believe you earned _______

Explanation of grounds for appealing the grade: (attach any necessary documentation)

Student signature ___________________________   Date submitted ________________
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The instructor must complete all of the following sections:

Instructor’s Name

______________________________________________________________

Date of receipt of grade appeal ____________

Date of response to the Dean ____________
(no later than 10 working days after receipt of the grade appeal)

Grade appeal approved ________ Change of grade form submitted ____________

Grade appeal denied ________

Reason for denial: (attach necessary documentation)

Faculty Signature

______________________________________________________________

The dean must complete all of the following sections:

Dean’s name

______________________________________________________________

Date of receipt of grade appeal ____________

Date of response to student ____________
(no later than 10 working days after receipt of the grade appeal if appeal is denied; no later than 20 working days if agreement cannot be reached)

Finding: Appeal denied_________ Appeal Upheld_________

Comments:

Dean’s Signature

______________________________________________________________
(The Dean will respond to the grade appeal within 10 working days; a copy of this form must be sent to the student, instructor and the Vice President of Student Learning)