



Please return to:
Roane State Community College
Attention: Humanities Division
276 Patton Lane Harriman, TN 37748
Phone (865) 882-4567 Fax (865) 882-4558

RSCC STUDENT APPEAL FORM: HUMANITIES DIVISION

The Humanities Division at Roane State Community College takes seriously a student's concern that he/she is being treated unfairly by his/her teacher. If (and *only* if) you have already made a substantial effort to resolve the issues at hand with your Professor /Instructor and feel that your complaint merits attention, we will attempt to address your concerns.

Grades, as well as transcript information, withdrawals and other data perceived by a student to be in error, must be protested within the subsequent semester after the information was posted. If a student believes there are circumstances which warrant an appeal of a grade received for other than academic misconduct, the student must appeal the grade within 45 calendar days following the last day of the end of the semester in which the grade was posted. The appeal process must be initiated by the student and includes the following steps which must be followed in this order:

1. Contact the instructor in writing to ensure that no calculation or administrative error occurred and if it is not possible to resolve the problem at this level
2. The student can submit in writing an appeal to the division dean or appropriate supervisor of the instructor and the student can expect a written response. If the issue is not resolved at this level, then
3. The student can submit the written appeal to the Vice President for Student Learning whose decision will be final.

Protests initiated after the allowed time frame of 45 days will not be reviewed.

We ask that you first fill out this form for our information. When we have reviewed your written concerns, we will notify you by phone, mail, or e-mail. Please provide the required information below:

NAME _____ **RSCC ID#** _____

DATE _____ **NAME OF INSTRUCTOR** _____

NAME OF COURSE AND SECTION NUMBER, DAY & TIME

___ I HAVE DISCUSSED THIS WITH MY TEACHER, AND YOU MAY NOW DISCUSS THIS ISSUE WITH HIM/HER.

PHONE NUMBER, E-MAIL ADDRESS, AND/OR P.O. BOX WHERE YOU CAN BE REACHED:

Please express in writing below the specific concern or problem you have in which you believe you are being treated unfairly. Be very specific, and use the front and back if necessary.