

# Roane State Community College

## Final Grade Appeal Form

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**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.

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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 \_\_\_\_\_

# Roane State Community College Final Grade Appeal Form

**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 \_\_\_\_\_  
(Date)

Grade appeal denied \_\_\_\_\_

Reason for denial: (attach necessary documentation)

Faculty Signature \_\_\_\_\_

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**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)**