

GRADE APPEAL FORM

Every student has the right to appeal the final grade in a course in accordance with the stipulations provided in WNCC Board Policy 562 and WNCC President's Procedure 562.

CRITERIA

- A grade appeal must be initiated by the student no later than three (3) weeks after the day final grades are posted.
- A formal grade appeal may be filed if and only if:
 - There is a dispute over the numerical calculation of the grade; or
 - The grade assigned appears arbitrary and not indicative of the student's performance.

STEPS

A student who questions his or her final course grade must adhere to the following steps in the order presented:

- Step 1** Discuss the matter with his/her instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then go to Step 2.
- Step 2** Visit with the appropriate division chair to discuss the issue. If the concern remains unresolved, the student may continue to Step 3.
- Step 3** Elect to file a written grade appeal to the appropriate Dean of Instruction in the Academic & Student Services Office for referral to the Peer Review Committee.

A formal grade appeal cannot be filed until Steps 1 and 2 have been completed.

REQUIRED SIGNATURES

1. Course Instructor

_____ I have discussed the matter with my instructor.

_____ Resolved

_____ Unresolved

Instructor Signature

Date

2. Division Chair

_____ I discussed the matter with the division chair.

_____ Resolved

_____ Unresolved

Division Chair Signature

Date

3. Division Chair

_____ I am filing a written grade appeal to the Dean of Instruction and have attached my evidence.

Student Signature

Date

4. Peer Review Committee

The Peer Review Committee met on _____, reviewed all of the evidence presented from both the student and the instructor, and concludes the following:

Arbitrary Grading

_____ The committee finds that there was no arbitrary grading on the part of the instructor.

_____ The committee finds that there was arbitrary grading on the part of the instructor.

Recommendation:

Error in Grade Calculation

_____ The committee finds that there were no errors in the calculation of the student's grade.

_____ The committee finds that there were errors in the calculation of the student's grade.

Recommendation: