

Roane State Community College

Final Course Grade Appeal

To the student: Before submitting a formal appeal to the dean 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 instructor _____

Course # _____ Section _____ Semester _____ Year _____

Grade received _____ Grade you believe you earned _____

Date grade contested in writing to instructor (attach copy) _____

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

Student signature _____ Date submitted _____

Roane State Community College Final Course Grade Appeal

The instructor must complete the following section:

Date of faculty response to the student _____
(no later than 10 working days after grade contested by student)

Reason for denial: (attach necessary documentation)

Instructor's Signature _____
(Dean may sign if student is unable to reach instructor in 10 working days.)

The dean must complete the following section:

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 (check one): Appeal denied ___ Appeal granted ___

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)