

Prior to submitting a formal grade grievance, students should review the grade grievance policy in the *College Catalog*. Please refer to the policy under the [Academic Appeals](#) section in the Student Handbook. All completed forms must be emailed or hard copy delivered to the respective academic dean or associate vice president. If more than one grade grievance needs to be filed, please complete separate forms for each grade grievance.

 Student ID Number Student Name (Last, First, MI)

 Primary Telephone Number

 Address City State Zip

1. Provide the course, section number, and instructor name related to the grade grievance is being filed.

 Course Name and Section Number Instructor Name

2. Clearly state the issue. If additional paper is needed, please attach it to the form.

3. What specific action do you request from this process?

4. Have you discussed this with the instructor? Yes No

5. I certify that all information recorded above is correct.

 Student's Signature Date

College Official Use

By providing my signature, I certify that I have discussed this issue with the student.

 Department Head Signature Date

 Dean Signature Date

Resolved*
 Forwarded to the Vice President, Academic and Student Affairs for action.

*If resolved at the department-level, please forward the resolution details to the Office of the Vice President, Academic and Student.