
Effective Date: 7 / 18 /2016

(Step 3) FORMAL GRADE APPEAL FORM

Note: an electronic copy of this form is posted at the SGAC secured website. Students should download this template, fill it out and upload the filled template at the specific link in the SGAC secured website.

Please type or print clearly

STUDENT INFORMATION

Date: _____

Name: _____ Student ID Number: _____

Current Address: _____

Street _____

City _____ State _____ ZIP _____

Home Phone: _____ Cell Phone: _____

Expected Graduation: _____ E-Mail Address: _____

COURSE INFORMATION

Course Number: _____ Semester: _____

Course Title: _____

Instructor(s): _____

BASIS FOR GRADE APPEAL

Check all that apply and provide evidence and documentation for each basis checked.

- The instructor refuses to (or cannot) assign a grade.
- The instructor is not available to review possible computational error.
- The grade assigned is:
 - A result of an instructor or clerical error
 - Inequitable or capricious
 - Unreflective of course performance
 - Inconsistent with other grade assignments in the course

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NARRATIVE

Please provide a brief chronological description of the events and actions leading to the assignment of your grade. Please be sure to include the names of any individuals who may have relevant information. If the space provided here is insufficient, please append the entire narrative on separate page(s).

EXPLANATION OF THE APPEAL

For each box checked under "Basis for Appeal," please provide a brief explanation showing how the events and actions cited in your narrative compel a change in your grade. Explain each basis separately, even if this requires citing the same events more than once. If the space provided here is insufficient, please append the entire explanation on separate pages.

(Step 4) SUPPORTING DOCUMENTS/DOCUMENTARY EVIDENCE

- Please upload ONE Adobe pdf file that includes ALL of your supporting documents for your appeal case.
- **Separate** each document by **inserting a cover page between each document**.
- Examples of supporting documents may include one or more of the following items:
 - Syllabus
 - Graded assignments
 - Graded projects
 - Graded quizzes, tests and exams
 - Correspondence with your instructor or other individuals involved with your appeal

The following format must be used: In your pdf file, you must use cover pages to separate different types of documents (e.g., use a cover page for "Syllabus", "Graded Assignments", "Graded quizzes", etc.). Failure to follow this format will result in rejection of the case.

Example of submitted file with 4 supporting documents:

Note: remember to insert a cover page to separate each document.

- (1) Cover page with the title "Course Syllabus" [put actual syllabus here]
- (2) Cover page with the title "Graded Assignments" [put all graded assignments here]
- (3) Cover page with the title "Graded Projects" [put all graded project documentation here]
- (4) Cover page with the title "Graded quizzes, tests and exams" [put all graded quizzes, tests and exams here]