Following the informal grade review with the faculty member (for complete description of the grade review process, go to http://www.jccc.edu/about/leadership-governance/policies/students/academic/grading-review-appeals.html a student may appeal further by completing this Student Grade Review Petition Form with attachments noted below and submitting it to the dean of the division in which the course is offered. Submission of this completed form must occur within forty-five (45) calendar days of the college’s release of a final credit course grade to the student. Incomplete petition forms will not be processed.

JCCC ID________________ Student Name ________________________________

Course Title ______________________________________________________ Semester/Year ___________

CRN __________________________ Instructor ________________________________

Division_____________________

A grade review will not be considered if the reason for the review is that a student is generally dissatisfied with a grade or that the student disagrees with a faculty member’s professional judgment of the student’s performance.

Grounds for a Grade Review

The following are grounds for an informal or formal grade review.

1. The faculty member of record inaccurately calculated the student grade.
2. The faculty member of record determined a grade using a process different from that identified in the course syllabus or in a written change to that syllabus as distributed to students by a means determined by the faculty member.
3. The faculty member of record applied an inconsistent grading standard within the course.
4. The faculty member of record violated a written agreement with the student.
5. The faculty member of record violated an institutional policy in assigning course work, administering exams, and/or in assigning grades.

Documentation

Complete the information requested above and attach the applicable written documentation to this form. Forms without documentation attached will not be processed.

1. Explanation of circumstances and how the grade appeal meets the grounds for review (listed above).
2. Documentation that the informal grade review with the faculty member has occurred. If contact with the faculty member was not possible, explain or document attempts to contact the faculty member.
3. The course syllabus
4. Any appropriate communication (papers, e-mails, texts) with the faculty member
5. Any assignment/exam/project in question (if applicable)
6. Relevant institutional policy (if applicable)
7. Any other relevant supporting documentation, addressing how the information applies to the grounds for review.

Student signature: ______________________________ Date: ____________________

Student phone number ___________________________ and JCCC-provided email address ____________________
Formal JCCC Student Grade Review Petition Form

Date Formal Grade Review Petition Received in the appropriate dean’s office _________________

Administrator(s) of Record who reviewed the Formal Student Grade Review Petition and attachments.

Printed Name ___________________________ Printed Position Title ___________________________

Signature_______________________________

Printed Name ___________________________ Division Dean ___________________________

Signature_______________________________

Disapprove: ______

Approve: ______  Change grade to ______

Date Written Response was sent to the student’s JCCC-provided e-mail account (attached) _____________

If a student is not satisfied with the response, the student may submit to the Vice President of Academic Affairs/CAO, a written request asking for a review of the material the student has already submitted to the dean’s office. Any relevant documentation not included in the original attachments may be submitted. This written request may be sent to the Vice President of Academic Affairs by email or postal mail or dropped off in SCI 128.

Upon receipt of this written appeal, the Vice President of Academic Affairs/CAO will determine if the grade appeal meets the criteria for a Grade Appeal Committee hearing and that the Formal Student Grade Appeal Petition has been completed properly. A written notice of the results of that review will be sent to the student’s JCCC-provided email.