

**Formal JCCC Student Grade Review Petition Form**

**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/procedure-grade-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 \_\_\_\_\_ Date of the informal review with the faculty member \_\_\_\_\_

If you were unable to conduct an informal review with the faculty member, please state a reason below:

\_\_\_\_\_

**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/director's office \_\_\_\_\_

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

Printed Name \_\_\_\_\_ Division Dean/Director \_\_\_\_\_

Signature \_\_\_\_\_

Disapprove: \_\_\_\_\_

Approved: \_\_\_\_\_ Change grade to \_\_\_\_\_

Date Written Response was sent to the student's JCCC-provided e-mail account (attached) \_\_\_\_\_

**Student may appeal Administrator's decision related to the Formal Student Grade Review Petition process on procedural concerns, where it is believed that the final determination was reached without following these Operating Procedures. In such case, student may send a written request to the VPAA or designee for a Grade Review Appeal, citing the procedural concerns. This request must be sent to the VPAA or designee within fourteen (14) calendar days of the date of the Administrator(s) written response to the student's Petition.**

**If the VPAA or designee determines that the request for a Grade Review Appeal meets the criteria for a grade appeal as stated in these procedures, the VPAA or designee will review relevant documentation and meet with the student, the Faculty Member and the Administrator (separately or together, in the VPAA's or designee's discretion).**

**At the conclusion of the VPAA's or designee's review, the VPAA or designee will send written notification of the results of the VPAA's or designee's review to the email accounts of the Faculty Member, the Administrator and the student at the JCCC-provided email address within fourteen (14) calendar days of the date of appeal.**