

DUTCHESS COMMUNITY COLLEGE
GRADE APPEAL FORM –Step 1

To be completed by the Student:

Name: _____ Student ID # _____
Telephone # _____

Course for which appeal is requested: _____
Reason for grade appeal

- Failure by the instructor to explain clearly the method by which grades in the course would be determined.
- Assignment of the course grade by substantial departure from the announced method.
- Capricious or prejudiced grading.

Attach typewritten supporting statement if more space is needed.

Signed: _____ Date: _____
Student

To be completed by the Instructor:

Date Appeal Received: _____

I have met with the student and reviewed his/her appeal.

Attach typewritten supporting statement.

- The issue was resolved to the satisfaction of both parties.
- There was no resolution. The student may appeal to the Department Head within 14 days by _____.

Signed: _____ Date: _____
Instructor

Signed: _____ Date: _____
Student

Distribution:

White – Dean of Academic Affairs
Pink – Instructor

Yellow – Student
Gold – Department Head