

**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

- 1 The issue was resolved to the satisfaction of both parties.
- 2 There was no resolution. The Student may appeal to the Department Head within 14 days by \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Instructor

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student

Distribution: Original -: Dean of Academic Affairs      Copies - Student, Instructor, Department Head

