



Student Course Grade Appeal to the Student Grievance Committee Form

Students who wish to appeal the decision of the Department Chair/Supervisor to the Student Grievance Committee related to a course grade decision should have this form signed by the Department Chair/Supervisor. The Department Chair/Supervisor will provide a signed copy of this form to the student and submit it and all materials to the Academic Affairs Office or the Office of the Vice President for Continuing Education and Workforce Development within one (1) workday of receipt. Within ten (10) workdays of receipt of this request for an appeal, the Academic Affairs Office or the Office of the Vice President for Continuing Education and Workforce Development will schedule a date for an appeal hearing with the Student Grievance Committee.

Student Name _____ Student ID _____

Course No. and Title _____

Course Section _____ Semester Enrolled _____

Instructor _____

Signature, Receipt by Department Chair/Supervisor

Date