

Formal JCCC Student Grade Review Petition Form

Students must follow the procedures at <http://www.jccc.edu/policies/procedures/student-grade-appeals-314-08.html>.

Following the informal grade review with the faculty member, 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 _____ Go to <http://www.jccc.edu/administration/academic-affairs/> to determine the division through which the course is offered and the location of that office. It may be necessary to click on a division link to determine which departments fall under each 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 _____

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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 _____ Printed Position Title _____

Signature _____

Approve ___ Disapprove ___

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

If a student is not satisfied with the response of the administrator of record, the student may submit to the Executive Vice President of Academic Affairs a written request asking for a review of the material the student has submitted already 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 Executive Vice President of Academic Affairs by email or postal mail or dropped off in SCI 128.

Upon receipt of this written appeal, the Executive Vice President of Academic Affairs 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. See <http://www.jccc.edu/policies/procedures/student-grade-appeals-314-08.html>.