



FINAL GRADE APPEAL REQUEST

Students who believe their final grade does not represent an accurate, unbiased assessment of their academic performance should meet first with the course instructor to discuss the grade.

Should the instructor and student not agree that the final grade is warranted, the student may refer the matter to the Head of Department responsible for the course. The Head of Department will review the student's concerns, discuss the matter with the instructor and advise the student of the decision.

Should the student still not agree that the final grade is warranted, he/she may submit a *Final Grade Appeal Request* to the Dean of Academic Administration **no later than 15 business days after the start of the fall or spring semester immediately following the semester in which the grade was assigned.** Students must include evidence in support of their request for a change in grade.

Within 5 business days of receipt of the appeal, the Dean of Academic Administration along with the Final Grade Appeal Panel will review the *Final Grade Appeal Request* along with any support documentation, deny or uphold the request and notify the student and instructor in writing of the decision. **The Panel's decision is final and is the last step in the grade appeal process.**

Student's Name: _____ BTVI Student ID #: _____

Email Address: _____ Cell Phone: _____

Course: Abbrev & No: _____ Title: _____

Campus: _____ Section Number: _____ Course Taken: Fall Spring Summer / Year Taken: _____

Reason for Appeal (check one):

- Standards/criteria used to determine final grade inconsistent with scoring rubric.
 Final grade based on factors other than academic performance.

Reasons/Evidence to justify the request for a change of grade:

Student's Signature: _____ Date: _____

Course Instructor's Signature: _____ Date: _____

(This acknowledges that the student has met with the course instructor to discuss the request for a change in grade.)

FOR OFFICIAL USE ONLY

Grade Appeal: Denied Upheld Comments: _____

Signature, Dean of Academic Administration: _____ Date: _____