



## STUDENT GRADE CONCERN FORM

Most Academic Appeals involve a grade issue; however, students can appeal most issues related to the instructional process. Students may only appeal a final course grade. Final grades of C or better are not appealable. Any grade appeal should be started as soon as possible after the student is notified of the final course grade to comply with the following mid-quarter deadline

The student will fill out a Student Grade Concern Form stating their question about the grade, and then make an appointment with the appropriate instructor where the following may be discussed:

1. Clarification of the overall grading plan.
2. Correction of errors made in grading.
3. Explanation of specific grading questions such as the correct answer to an exam question or the basis for a grade received on a report.

(Reference: DTC Student Handbook, under "Appeals and Conflicts Resolution")

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**Date** \_\_\_\_\_

**Student Name** \_\_\_\_\_

**Student ID#** \_\_\_\_\_

**Telephone** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Email** \_\_\_\_\_

**Program** \_\_\_\_\_

**Department** \_\_\_\_\_

**Course** \_\_\_\_\_

**Instructor** \_\_\_\_\_

**Explanation for Grade Appeal:** \_\_\_\_\_

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**Student Signature:** \_\_\_\_\_