



REQUEST FOR REVIEW OF GRADE

Enrollment Services-York County Community College
112 College Drive Wells, ME 04090 • www.yccc.edu • Fax (207) 641-0837

Student Information

Legal Name _____ Student ID # or SSN _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone () _____ Cell phone () _____

Course Grade Appeal

Course Number _____ Course Name _____

Instructor _____

Semester Taken Fall Spring Summer Year Taken _____

Grade Received _____

Questions/Concern/Complaint (be specific)

Student Signature REQUIRED: _____ Date: _____

Office Use Only

Department Chair's Comments: _____

Action Taken: _____

Department Chair Signature: _____ Date: _____

Academic Dean Comments: _____

Action Taken: _____

VP/Academic Dean Signature: _____ Date: _____

(Policy on reverse side)

Entered by: _____ Date Entered: _____

Grade Appeal:

When a student believes there is a discrepancy between the grade earned and the grade received in a course, the student is encouraged to seek an acceptable resolution.

The steps for an appeal are the following:

- ❖ The student must contact the instructor of the course as soon as possible. If a satisfactory resolution is not reached, the student may initiate a formal appeal.
- ❖ A formal appeal requires the student to complete a Request for Review of Grade form, available in the Student Affairs Office. The form must be submitted to the Department Chair of the course with all supporting documentation, including assignments and other class materials, no later than 30 calendar days after the semester end date in which the course was taken.
- ❖ The Department Chair will discuss and/or forward the appeal to the faculty member for evaluation.
- ❖ After reviewing the student's material and the faculty member's evaluation, the Department Chair will make a decision regarding the appeal and inform the student of the decision in writing within 30 days of receipt of the appeal. If the Department Chair does not respond within 30 days, the student may appeal directly to the Academic Dean.
- ❖ The Request for Review of Grade form and all supporting documentation will be forwarded to the office of Enrollment Services.
- ❖ If the student is not satisfied with the resolution, he or she may then appeal the decision to the Academic Dean by writing a short letter of appeal within 30 days of their notification from the Department Chair.
- ❖ The Academic Dean will review the student's original appeal and make a final binding decision.

*Department Chair includes Acting or designated Department Chairs during sabbaticals and summer session.