

# Student Instructional Grievance Form: Final Grade Appeal

Scottsdale Community College - 9000 E. Chaparral Rd, Scottsdale AZ 85256

A student who feels that she/he has been treated unfairly or unjustly by a faculty member (full time or part-time) with regard to an academic process such as grading, testing or assignments, etc. may seek resolution per the MCCC/SCC instructional grievance policy ([AR 2.3.5 & Appendix S-6](#)).

The process detailed on this form is to be used to appeal the final instructional grades for a course. Only the faculty member who assigned the original grade has the authority to change that grade unless the grade is appealed and the appeal is successful. Assignment or exam grades may be reviewed in this process if they impact continuation in a program. This process should not be utilized in a case in which a student feels that he/she has experienced discrimination or harassment.

This form serves to help facilitate the final grade appeal process at Scottsdale Community College. If you would like to appeal your final course grade, please: (1) complete the form (fillable pdf), (2) print it out, and (3) follow the directions on this form as it will guide you through the appropriate steps to seek resolution.

Submission Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_ Class Number: \_\_\_\_\_

Semester: \_\_\_\_\_ Instructor: \_\_\_\_\_

I certify that my following statements on all pages are true, correct, and complete.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**SCOTTSDALE  
COMMUNITY COLLEGE**  
A MARICOPA COMMUNITY COLLEGE

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The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit [www.maricopa.edu/non-discrimination](http://www.maricopa.edu/non-discrimination).

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Any appeal of a final grade must be initiated no later than sixty (60) calendar days from the date the grade is issued. Absent exceptional circumstances, as determined in the sole discretion of the Department Chair, no untimely appeals will be considered. The resolution timeline for grade appeals that occur after the spring semester may be deferred until the first day of accountability of the following fall semester if so desired by the Faculty member who assigned the grade.

1. Describe the nature of your final grade appeal as thoroughly as possible. Give reasons for your position and provide dates and details. (May use the back of the form and/or attach additional documentation.)
2. What does the course syllabus state about areas related to your grievance? Please attach a copy of the syllabus with related area(s) highlighted.
3. In one or two sentences, explain what you believe should be done to remedy the situation.

The following documentation is required. Please attach all materials related to your grievance (eg. syllabus, test results, correspondence, etc.). Attach additional pages if needed.

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## Step 1: Meet With Your Instructor

The first step in the grievance process is to discuss the final grade appeal with your instructor in attempt to resolve it. The Faculty member and you should make reasonable efforts to conduct the meeting within fifteen (15) business days from the submission of this written grade appeal form. Both the student and faculty member will fill in their account of the meeting and sign the form.

### Student Meeting Result:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructor Meeting Result:

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Step 2: Meet with the Department Chair Person

**If and only if** after ten (10) business days, the appeal remains unresolved; the Faculty member has been unable to meet with you; or you believe that the Faculty member has reached an erroneous resolution, you may within ten (10) business days, forward the written appeal to the Department Chair. You may elect to be assisted by a member of the college community, and if so must notify the Department Chair of the name and contact information of the college community member not less than two (2) business days before the scheduled meeting. The college community member may not be serving in a legal capacity. You are responsible for presenting your own information and, therefore, the college community member is not permitted to speak on behalf of or participate directly in any final grade appeal process meeting. The meeting may take place in person, by telephone, by mail or by online means. Every attempt will be made to maintain confidentiality during this process.

Both the student and the Dept. Chair will fill in their account of the meeting and sign the form.

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Student Meeting Result:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dept. Chair Person Meeting Result:**

Dept. Chair Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Step 3: Meet with the Instructional Dean

**If and only if** the appeal is not resolved at the department level within ten (10) business days, the student may forward the written appeal to the Instructional Dean (who serves as the Vice President of Academic Affairs' designee). The Dean will meet with you, the Faculty member, the College Faculty Senate President (if requested by the Faculty member), the student member of the college community (if requested by the student), and the Department Chair to attempt to resolve the matter. The Dean shall issue a written decision regarding the outcome of the appeal no later than ten (10) business days following the date of the meeting. This is the final level of review for appeals regarding grades.

Both the student and the Dean will fill in their account of the meeting and sign the form.

**Student Meeting Result:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Instructional Dean Meeting Result:

Instructional Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_