

Student-Initiated Grade Appeal



Purpose: Student-initiated grade change requests are typically rare and can only occur if it is clearly demonstrated, beyond a reasonable doubt, that the faculty member of record either:

1. made a proven error in grade calculation,
2. failed to observe clearly stated college policy or syllabus guidelines, or
3. was, in the judgment of the academic leadership of CFK, impacted by extenuating and unusual circumstances.

Deadline: Within 30 days of when the final grade was posted for that semester.

Procedure: For a determination on the above criteria, the student has the option of following, in order, four clearly defined steps:

Step 1:

Meet with the faculty member to seek approval or disapproval of the request.

If the request is denied by the faculty the student has the option of continuing on to step two.

If approved, the instructor shall complete a Grade Change Request.

Step 2:

Meet with the appropriate Academic Dean to seek approval or disapproval of the request.

If the request is denied by the Dean the student has the option of continuing on to step three.

If approved, the instructor shall complete a Grade Change Request.

Step 3:

Meet with the Vice President of Academic Affairs (VPAA) to seek approval or disapproval of the request. If the request is denied by the VPAA the student has the option of continuing on to step four.

If approved, the instructor shall complete a Grade Change Request.

Step 4:

Request that the Student Services Appeals Committee (SSAC) consider the appeal. The decision of the Committee is final. : If you wish to continue your appeal to step four following steps one through three, you must provide the SSAC Chair with the signed form (Instructor, Academic Dean, and VP of Academic Affairs) documenting that you have completed steps one through three.

If approved, the instructor shall complete a Grade Change Request.

Student-Initiated Grade Appeal Form

Student Name: _____ **Student ID#:** _____

Student Email: _____

Step 1: Meet with Instructor and have Instructor sign below.

I met with the student on _____ (date) and I have **denied** or **approved** this student's appeal to change their grade.

Faculty Signature: _____ Date: _____

If approved, faculty must attach this form to the Grade Change Request according to procedure 60.7.

Step 2: Meet with Academic Dean.

I met with the student on _____ (date) and I have **denied** or **approved** this student's appeal to change their grade.

Academic Dean Signature: _____ Date: _____

If approved, faculty must attach this form to the Grade Change Request according to procedure 60.7.

Step 3: Meet with VPAA.

I met with the student on _____ (date) and I have **denied** or **approved** this student's appeal to change their grade.

VPAA Signature: _____ Date: _____

If approved, faculty must attach this form to the Grade Change Request according to procedure 60.7.

Step 4: Submit final appeal to SSAC.

If a student has been **denied** their grade change appeal by the faculty, the appropriate Academic Dean, and the VPAA (steps one through three) they may choose to request that the SSAC review the appeal.

I have completed a meeting with the faculty, the appropriate Academic Dean, and the VPAA and they have signed the above form. I wish to further my appeal by requesting that the Student Services Appeals Committee review my petition. I understand that the information below (along with documentation for steps one through three) must accompany my request and must be turned into the SSAC Chair:

Procedure: To petition for a grade appeal, complete this form and submit the following required documentation in support of your request:

- A Letter of Explanation: Attach a letter of explanation describing the circumstance(s) to the Student Services Appeals Committee (SSAC) that is the reason for your request;
- Copy of current unofficial CFK transcript;
- Copy of student bill and course schedule for the term of request; and
- At least one of the following is required. Select the document(s) you are providing.

Course Syllabus

Course Assignments

Course Grading Rubric

Other- Any relevant documentation that may support your petition.

Campus: Key West Middle Keys Upper Keys Virtual

Term of Request:

Academic year:

Complete the information below for the course(s) that you are appealing.

Course Title	Course Prefix	Course Number	CRN (5 digits)	Grade Issued

I understand that:

- Requests received without proper documentation will be returned and not reviewed until proper documentation is provided to the SSAC and this could jeopardize the timeliness of the SSAC's decision.
- It is my responsibility to monitor my CFK email account for any correspondence from the Committee regarding this request.
- The SSAC has the right to seek relevant input regarding this request from other

college departments, including instructors, and use this information in their decision-making.

- **I accept the decision of the SSAC as final and not subject to further appeal within the college.**

By signing below, I certify that I have read and understand all of the information on this form. I further certify that all statements and documentation I provided in support of this exception are truthful and representative of the facts concerning the extenuating circumstance(s).

Student Signature:

Date:

Submit your request for consideration to:

CFK Student Services Appeals Committee

Student.Appeals@cfk.edu

The College of the Florida Keys

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