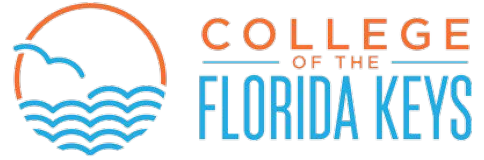


Student-Initiated Grade Appeal



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

Name:

Student ID#:

CFK Email (primary contact):

Phone:

Address:

City, State & Zip:

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 Appeal Committee review my appeal. I understand that the below information (along with documentation for steps one through three) must accompany my request and must be turned into the SSAC Chair:

All requests must include items below:

- A Letter of Explanation
- Unofficial Student Transcripts
- Documentation to support the grade change appeal
- Documentation to demonstrate one or more of the three criteria for grade appeal must be attached. Select the documentation you have attached.
 - ☐ Syllabus
 - ☐ Assignments
 - ☐ Grading Rubric
 - Supportive Documentation
 - Other

Campus Information:

Academic year:

Term:

☐ Key West

☐ Marathon

☐ Upper Keys

☐ Virtual

Course for which you are requesting a grade appeal

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

Appeals received without proper documentation will be returned and not reviewed until proper documentation is provided. By signing below, I certify that I have read and understand all of the information on this form.

Student Signature:

Date:

Submit your request for consideration to:

CFK Student Services Appeals Committee

student.appeals@cfk.edu

The College of the Florida Keys

5901 College Road, Key West, FL 33040

Phone: (305) 809-3215