



THE COLLEGE OF THE FLORIDA KEYS STUDENT INITIATED GRADE APPEAL DIRECTIONS

Directions to Students

Students should be aware that, throughout American higher education, it is clearly established that the assigning of class grades is the prerogative of the professional educator most closely aligned with the specific class in question, the faculty member teaching the class. Therefore, 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

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.

To review 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 his/her approval or disapproval of the student's request.

If the student's request is declined at the faculty level the student has the option of continuing on to Step 2.

If approved, please stop here and the instructor will need to complete a Change of Grade form.

Instructor: This Student Initiated Grade Appeal must accompany the Change of Grade form when submitted for approval.

Step 2:

Meet with the appropriate Academic Dean

If approved, please stop here and the instructor will need to complete a Change of Grade form. If declined, the student has the option of continuing on to Step 3.

Academic Dean & Instructor: This Student Initiated Grade Appeal must accompany the Change of Grade form when submitted for approval.

Step 3:

Meet with the VP of Academic Affairs.

If approved, please stop here the instructor will need to and complete a Change of Grade form. If declined, the student has the option of continuing on to Step 4.

VP of Academic Affairs & Instructor: This Student Initiated Grade Appeal must accompany the Change of Grade form when submitted for approval.

Step 4:

Request that the College-Wide Student Services Appeals Committee (SSAC) consider the appeal. The decision of the College-Wide Appeals Committee is final. If approved, the instructor will need to complete a Change of Grade form.

SSAC & Instructor: This Student Initiated Grade Appeal must accompany the Change of Grade form when submitted for approval.

Note to Student: If you wish to continue your appeal to Step 4 following steps 1-3, you must provide to the Student Services Appeals Committee Chairperson the signed form (Instructor, Academic Dean, and VP of Academic Affairs) documenting that you have completed Steps 1-3.



Grade Appeal Form

Authorizes a change to a student grade based on a student-initiated request.
Deadline: Within **30 days** of when the final grade was posted for that semester.

Name: _____ Student ID#: _____ (NOT Social Security Number)
CFK Email (primary contact): _____ Phone: _____
Address: _____ City, State & Zip _____

Step 1: Meet with Instructor and have Instructor sign below

I _____ (Instructor name) met with _____ (student's name) on _____ date and I have _____ **declined** or _____ **approved** this student's appeal to change his/her's grade.

Instructor Signature: _____ Date: _____

If approved, please stop here and the instructor will need to complete a change of grade form. If declined, the student has the option of continuing on to Step 2.

Step 2: Meet with appropriate Academic Dean and have the Academic Dean sign below

I _____ (Dean) met with _____ (student's name) on _____ date and I have _____ **declined** or _____ **approved** this student's appeal to change his/her's grade.

Academic Dean Signature: _____ Date: _____

If approved, please stop here and the instructor will need to complete a change of grade form. If declined, the student has the option of continuing on to Step 3.

Step 3: Meet with the VP of Academic Affairs and have them sign below

I _____ (Provost) met with _____ (student's name) on _____ date and I have _____ **declined** or _____ **approved** this student's appeal to change his/her's grade.

Provost Signature: _____ Date: _____

If approved, please stop here and the instructor will need to complete a change of grade form. If declined, the student has the option of continuing on to Step 4.

Step 4 (final appeal to the CFK Student Appeals Committee)

If a student has been **denied** his/her grade change appeal by the instructor, the appropriate Academic Dean, and the VP of Academic Affairs (Steps 1-3) he/she may choose to request that the College wide Student Appeals Committee review the appeal.

Note, this cannot occur until the student has completed steps 1-3.

I _____ (student' name) have completed a meeting with the instructor, the appropriate Academic Dean, and the VP of Academic Affairs and they have signed the above form. I wish to further my appeal by requesting that the College-Wide Appeal Committee review my appeal. 

I understand that the below information (along with documentation for steps 1-3) must accompany my request and must be turned into the Student Services Appeals Committee Chairperson:

All requests must include the below items:

- A Letter of Explanation Student Transcripts Documentation to support your appeal for a grade change

Campus information:

Academic year: _____ Term: _____

- Key West campus Marathon campus Tavernier campus Virtual campus

Course for which you are requesting a grade appeal

| Course Prefix | Course Number | CRN# (5 digits) | Course Title | Grade Granted | Grade Requested |
|---------------|---------------|-----------------|--------------|---------------|-----------------|
| | | | | | |

Supporting Documentation

Documentation to demonstrate one or more of the three criteria for grade appeal must be attached.

- Syllabi
 Assignments/Test
 Grading Rubric
 Medical Documentation
 Other

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) 809-3230 Fax: (305) 292-5163