

Grade Appeal Form

Basic Policy: (Please refer to the Ridgewater College Grade Appeal Policy for a complete statement of the policy.)

In cases where a student believes that a grade has been assigned incorrectly based on one or more of the grounds stated above, it is expected that the student will seek to resolve any concerns informally by speaking directly with the course instructor before beginning a formal appeal process. The formal appeals process should not be undertaken lightly, nor should it be undertaken merely because a student is unhappy with the grade received in a course.

A student who has questions regarding his/her course grade must speak with the instructor within two weeks from the date grades are posted online. If, after speaking with the instructor in a good-faith effort to resolve a grade dispute, a student still believes that his/her course grade was assigned in a way that is arbitrary, prejudicial or in error, the student may make a formal grade appeal no later than two weeks after speaking with the instructor.

The following three categories are the only legitimate basis for a grade appeal at Ridgewater College:

Arbitrariness: The course grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.

Prejudice: The grade awarded was motivated by ill will, and is not indicative of the student's academic performance in the course.

Error: The instructor made a mistake in fact (e.g., a calculation error or omission), or failed to give students enrolled in the course adequate notice of grading policies.

If no formal appeal is made by the end of these two weeks, then the student will in general have no rights to formally appeal the course grade. To present a formal appeal, complete the items below and present the completed form to the instructor (Step One Appeal), or to the appropriate dean (Step Two Appeal).

Student Information:

Student Name: _____ Student ID or SS#: _____

Address: _____ Telephone: _____

Step One Appeal: Submit a Step One Appeal only if you have first attempted to resolve the grade dispute through conversation and/or other communication with the course instructor.

1-A Course Information

Course Name: _____ Name of Instructor: _____

Section Number: _____ Semester Taken: _____ Grade Received: _____

1-B Was an informal remedy sought with the instructor through conversation or other means? _____

1-C This appeal is based on the claim of (check all that apply; refer to definitions above):

Arbitrariness Prejudice Error

Provide a statement of reasons justifying the claim that your grade was improperly assigned (use an extra page if necessary):

1-D Add any relevant information and/or documentation that supports your appeal (course papers, syllabus, class notes or other material that support your justification in 1-C). Attach separately.

1-E Please provide any additional items or information that you deem relevant to this appeal. Attach separately if necessary.

1-F Please provide a statement of the solution that you are requesting as a result of this grade appeal:

Student Signature

Date

Submit the completed Step One Appeal to your course instructor or, if the instructor is unavailable, to the appropriate dean, who will see that the instructor receives the completed form. Retain a copy of your completed appeal form and all supporting material for possible future reference.

Step Two Appeal: Submit a Step Two Appeal only if (a) you have completed a Step One Appeal and (b) you are not satisfied with the response provided by your course instructor.

2-A Please attach a copy of your completed Step One Appeal form plus all supporting material that was submitted for that appeal. Include a statement of the outcome of that appeal.

2-B Provide a justification for an administrative review of the Step One Appeal outcome, and give reasons stating why you believe the instructor's reply to the Step One Appeal was incorrect. (Use a separate sheet if necessary.)

2-C Provide any additional relevant information and/or documentation that supports your appeal (Attach separately.)

2-D Add any additional items or information that you deem relevant to your Step Two Appeal.

2-E Please provide a statement of the solution that you are requesting as a result of this Step Two Appeal:

Student Signature

Date

Submit the completed Step Two Appeal to your course instructor or, if the instructor is unavailable, to the appropriate dean, who will see that the instructor receives the completed form. Retain a copy of your completed appeal form and all supporting material for possible future reference.