

### **Grade Appeal Form**

Please refer to the Student's Rights and Responsibilities document found in the college catalog and online at <http://www.chemeketa.edu/aboutchemeketa/collegelife/studentrights/rights.html> for complete explanation of the grade appeal process. An electronic version of this form can be found at: [http://www.chemeketa.edu/forms/documents/registrar\\_gradeappeal.pdf](http://www.chemeketa.edu/forms/documents/registrar_gradeappeal.pdf)

#### **Student Information:**

Name \_\_\_\_\_

K#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street

\_\_\_\_\_

City

State

Zip

Phone Number \_\_\_\_\_

Chemeketa Student E-mail Address \_\_\_\_\_

#### **Appeal Information:**

Course Number and Title \_\_\_\_\_

Term and Year \_\_\_\_\_

Instructor's Name \_\_\_\_\_

1. Basis of appeal: Please site facts related to your appeal including specific dates or situations that affected your grade related to classroom participation, exams, coursework, etc. as appropriate. Attach supporting documentation.

2. How have you attempted to resolve this situation?

3. What grade do you believe that you have earned?

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

.....  
**For Office Use Only**

Date appeal received: \_\_\_\_\_ Appeal received by: \_\_\_\_\_

Supervisor's Summary of Investigation and Decision:

\_\_\_\_\_  
Supervisor's printed name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Copy sent to: \_\_\_\_\_ Student  
                  \_\_\_\_\_ Instructor