



## Final Course Grade Appeal Form

Before completing this form, students should review the Grade Appeal Policy located in the MSC Academic Catalog. Students who believe they have a case that meets the grounds defined in the paragraph below must follow the process as outlined in the Macon State College Academic Catalog.

1. Students must first discuss the appeal with the Instructor (or his/her designee) responsible for the grade assigned. This process must begin within **10 working days** after the registrar's office has posted final grades. Once the appeal process is initiated, the burden of proof is on the student.

### Grounds for filing a Final Grade Appeal Form

The grade appeal procedure is not to be used to review the judgment of an instructor in assessing the quality of a student's work. Possible grounds for an appeal are items such as the following:

1. An obvious error in the calculation of the grade.
2. The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course.
3. The assignment of a grade to a particular student on some basis other than performance in the course.
4. The assignment of a grade by a substantial departure from the instructor's previously announced standards.

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### I. Student's Section

The student will complete this part of the appeal form and return it with copies of all materials relevant to the appeal to the instructor. The instructor will require time to review the material before rendering a decision on the appeal. After the instructor has had the chance to review the appeal, the instructor and the student should meet to discuss it. If the appeal is not resolved at this level, the next level is the department head.

Student's Name: \_\_\_\_\_ MSC ID# 9 2 6 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

MSC Email: \_\_\_\_\_ Alt. Email \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Course Title: \_\_\_\_\_ CRN: \_\_\_\_\_ Section: \_\_\_\_\_ Instructor: \_\_\_\_\_

Semester & Year: \_\_\_\_\_ Final Grade \_\_\_\_\_ Today's Date \_\_\_\_\_

Please state below the reason or reasons for the grade appeal. Attach any additional documentation pertaining to your complaint.









