

 **Prairie State College**  
**FINAL GRADE APPEAL FORM**

Student Name: \_\_\_\_\_ Student ID \_\_\_\_\_

course/prefix number: \_\_\_\_\_ section: \_\_\_\_\_ Term:  Fall  Spring  Summer Year \_\_\_\_\_

Attach student grade appeal to this form.

**Step 1: Faculty Response**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Faculty Member

**Step 2: Dean's Response**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Dean

**Step 3: Faculty Grade Appeal Committee Response**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_  
Vice President of Academic Affairs



## Steps for student appeal of a final grade

The following procedure is to be used in those instances when a student wishes to appeal the final grade issued for a course. Grade appeals should be initiated in a timely fashion. **Appeals filed later than one semester after being posted to the student's record will not be considered.**

- Step 1. Student meets with the faculty member to discuss concerns.
- Step 2. If the student wishes to appeal a grade beyond Step 1, within five (5) working days after meeting with the faculty member, the student must submit this form and his/her reason for appeal **in writing** to the appropriate dean.
- Step 3. If the student wishes to appeal a grade beyond Step 2, s/he must re-submit this form and the written appeal to the Vice President of Academic Affairs **within ten (10) working days after the student has been notified of the dean's response**. The Vice President will convene the Faculty Grade Appeals Committee, comprised of three faculty members, to hear the appeal. Both the faculty member and the student will be called to testify. The decision of this committee is final.