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## Martin Community College Grade Appeal Form

Before submitting this form with your documentation, please make sure to read the *Grade Appeal Policy and Procedures* in the MCC Catalog. There are steps that must be followed before submission of this form and the necessary documentation.

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

Name of Course for Grade Appeal: \_\_\_\_\_ Semester: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Date of Consultation with Faculty Member (required step): \_\_\_\_\_

Date of Consultation with Department Chair (required step): \_\_\_\_\_

**Attestation:** I, \_\_\_\_\_, attest that the information provided in this form and the attached documentation is accurate and reflects the events to the best of my knowledge from my perspective.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please check the grounds for which grade is being disputed:

- The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other clearly documented communication directed to the class.
- The course grade was based upon the student's race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics, or for some other arbitrary or personal reason unrelated to the instructor's exercise of his or her professional academic judgment in the evaluation of the academic performance of the student.
- The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades.

In order to substantiate your claim for appeal, please provide further explanation and **attach required documentation of issue**. Documentation can include emails, texts, copy of course grades, syllabi, assignment outline, and/or personal documents like doctor's notes, court orders, etc. Submit completed form and documentation to the Associate Vice President of Academic Affairs.