

# HAWKEYE COMMUNITY COLLEGE

## FINAL GRADE APPEAL FORM

DIRECTIONS (Please type or print):

- Step One:** --Submit this form, along with any supporting evidence, to your instructor within fifteen (15) calendar days of the end of the course. (If your instructor does not respond within seven (7) calendar days, contact your instructor's academic dean.)  
--If your instructor agrees to a grade change, the instructor will submit the Grade Change Form.
- Step Two:** --If your instructor decides the original grade will not be changed, you have the right to appeal to the academic dean by forwarding this form and supporting evidence to that individual within seven (7) calendar days of the instructor's decision.
- Step Three:** --If you are not satisfied with the resolution in Step 2, you may continue the appeal process by forwarding the appeal and supporting evidence to the Dean of Students within seven (7) calendar days after receiving notification by the academic dean.  
--The Dean of Students will review this form, confirm that you have submitted the form within seven (7) calendar days of the academic dean's notification, and convene a hearing before the Academic Appeals Review Board.  
--You will be notified of the time and place of that hearing. You will be expected to attend.  
--If you cannot attend, the supporting evidence you provide on this form will be your only input.  
--The decision of the Academic Appeals Review Board is final.

Student's Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Course Title \_\_\_\_\_ Number \_\_\_\_\_ Section \_\_\_\_\_

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

Please provide sufficient evidence demonstrating justification for changing your final grade. Also state the remedy you are requesting. Attach additional sheets as needed.

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

Date Submitted \_\_\_\_\_

**STEP ONE: Appeal and Discussion with Instructor**

Instructor's Decision:

Request Granted ( )      Request Denied ( )      Other resolution – See above decision ( )

Student Notified of Decision on (date)\_\_\_\_\_

Signature of Instructor \_\_\_\_\_ Date\_\_\_\_\_

**STEP TWO: Academic Dean/Instructor/Student Resolution**

Decision:

Request Granted ( )      Request Denied ( )      Other resolution – See above decision ( )

Student Notified of Decision on (date)\_\_\_\_\_

Signature of Academic Dean \_\_\_\_\_ Date\_\_\_\_\_

**STEP THREE: Appeal to Academic Appeals Review Board**

Board's Decision:

Comments:

Student, Instructor and Academic Dean notified in writing (date):\_\_\_\_\_

Dean of Student's Signature \_\_\_\_\_ Date\_\_\_\_\_

***(This form and all documentation is retained by the Dean of Students)***