



STUDENT FINAL COURSE GRADE APPEAL REQUEST

Students may only appeal a final course grade. Final grades of "C" or higher are not appealable. The student has fourteen (14) calendar days from the first day of the semester following the term in which the grade was earned to consult with the faculty member in an effort to review the final grade assigned.

Prior to requesting the appeal of a final course grade, read the following statement and then indicate the reason(s) for appealing the final course grade.

Course grades assigned by faculty are final unless there is evidence that the grade was influenced by non-academic factors. In all cases, the student shall assume the burden of proof with respect to the allegations.

Indicate category related to this appeal:

- Academic _____
- Other _____

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**Step 1.a. To be completed by the student prior to discussion with the faculty:**

Term: \_\_\_\_\_ Date: \_\_\_\_\_

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

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ GPTC E-mail: \_\_\_\_\_

Program: \_\_\_\_\_ Division: \_\_\_\_\_

Course: \_\_\_\_\_ Faculty Name: \_\_\_\_\_

Explanation of grade appeal:

List of supporting documentation:

Action requested by student:

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

*Georgia Piedmont Technical College is an equal access/equal opportunity institution and does not discriminate on the basis of gender, race, color, marital status, age, religion, national origin, pregnancy, disability, veteran's status, sexual orientation or genetic information. Contact the ADA Coordinator at 404-297-9522 ext. 1154 or petersl@gptc.edu, Room A-170 and the Title IX Coordinator at 404-297-9522 ext. 1176 or gordond@gptc.edu, Room A-101C for assistance.*

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Step 1. To be completed by the course faculty member:

Following their discussion with the student regarding the student's final course grade, the course faculty member will indicate the academic disposition of this discussion.

Recommendation of Academic Disposition:

- Grade remains as assigned by the course faculty member
- Grade changed to _____ (new grade)

Course Faculty Signature: _____ Date: _____
(Date must be within fourteen (14) calendar days from the first day of the semester following the term in which the grade was earned.)

The student or the faculty member

Requests the Final Course Grade Appeal Request be further reviewed by the Student Academic Appeals Committee because: _____

Signature of person requesting further review of appeal: _____

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**Step 2. To be completed by the School Dean**

**Date received:** \_\_\_\_\_ (Date must be within seven (7) calendar days of the course faculty member's signature / date from Step 1.b.) **Date:** \_\_\_\_\_ (Date must be within fourteen (14) calendar days of the signature/date from Step 1.b.)

**Recommendation of Academic Disposition:**

- Grade remains as assigned by the course faculty member
- Grade changed to \_\_\_\_\_ (new grade)

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

The student or  the School Dean

Requests the Final Course Grade Appeal Request be further reviewed by the Student Academic Appeals Committee because: \_\_\_\_\_

Signature of person requesting further review of appeal: \_\_\_\_\_

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Step 3. To be completed by the Student Academic Appeals Committee (SAAC) Chairperson:

The Student Academic Appeals Committee will prescreen each Final Course Grade Appeals Request to determine if there is sufficient cause and/or new evidence presented in the appeal request to warrant further review. Should sufficient cause and/or new evidence warrant a hearing, the hearing must be held within fourteen (14) days of the Student Academic Appeals Committee Chairperson's receipt of the appeal. Following either the prescreening or the hearing of the Final Course Grade Appeals Request, the Student Academic Appeals Committee Chairperson will indicate the academic disposition recommendation.

Recommendation of Academic Disposition:

- Grade remains as assigned by the course faculty member
- Grade changed to _____ (new grade)
- Final Course Grade Appeal Request warrants further review

SAAC Chairperson Signature: _____ Date: _____

The student or the SAAC Chairperson

Requests the Final Course Grade Appeal Request be further reviewed by the Vice President of Academic Affairs because: _____

Signature of person requesting further review of appeal: _____

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**Step 4. To be completed by the Associate Vice President of Academic Affairs (AVPAA)**

**Date received:** \_\_\_\_\_ (Date must be within seven (7) calendar days of the SAAC Chairperson's signature / date from Step 3.)

**Recommendation of Academic Disposition:**

- \_\_\_\_\_ Grade remains as assigned by the course faculty member
- \_\_\_\_\_ Grade changed to \_\_\_\_\_ (new grade)

AVPAA Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Date must be within fourteen (14) calendar days of the signature / date from Step 3.)

\_\_\_\_\_ The student or \_\_\_\_\_ the Associate Vice President of Academic Affairs

Signature of person requesting further review of appeal: \_\_\_\_\_

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Step 5. To be completed by the Executive Vice President of Academic and Student Affairs (EVP)

Date received: _____ (Date must be within seven (7) calendar days of the signature / date from Step 4.)

Recommendation of Academic Disposition:

- _____ Grade remains as assigned by the course faculty member
- _____ Grade changed to _____ (new grade) because: _____

EVP Signature _____ Date: _____
(Date must be within fourteen (14) calendar days of the receipt of appeal from Step 4.)