

APPENDIX & FORMS



Form V.G.1.: Final Grade Dispute Form

Students who would like to dispute a final grade should use this form to initiate an academic appeal. The completed form should be first submitted to the instructor of record for the relevant course.

Student Name _____ LSC ID No. _____

Phone: _____ E-mail: _____

LSC college _____

Course title _____ Course No. _____

Instructor of Record _____

Grade Received _____ Semester and Year Grade Received _____

Grade Appeal Basis (check all that apply)

- Mathematical Error in Grade Calculation
- Material deviation from Course Syllabus or Board Policy
- Disparate treatment not covered by civil rights policies
- Inappropriate penalty imposed for academic misconduct

Please summarize the basis for this appeal and any evidence to support it (attach additional pages if necessary).

Student Signature _____ Date _____

Decision (completed by (1) Instructor of Record, (2) Instructional Dean, or (3) CAO)

Decision regarding Final Grade Dispute: _____

Basis for Decision _____

Signature _____ Date _____
Title _____



Form V.G.2.: Decision
of Academic Appeals Committee

Academic Appeals Committees should use this form to record their decisions according to Section V.G. of the Policy Manual and the procedures adopted thereunder. This decision must be signed by at least three members of the Academic Appeals Committee who attended the hearing for this matter. The Final Grade Dispute Forms (Form V.G.1) that preceded the hearing should be attached to this form.

Decision

Based on the evidence presented at the hearing, we find that the grade received by _____ (Student's Name) in _____ (Course Title and Number) should be _____ **retained** or _____ **changed** for the following reasons:

This decision represents our best judgment regarding the subject matter of the hearing.

_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date
_____ Printed Name	_____ Signature	_____ Date