

# **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

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

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

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

Decision regarding Final Grade Dispute: \_\_\_\_\_

Basis for Decision \_\_\_\_\_

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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:

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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