

GRADE APPEAL – FORMAL APPLICATION

Please refer to the Grade Appeal Policy as stated in the San Juan College Academic Catalog. Before submitting a formal Grade Appeal Application, the student must first contact the Instructor and then the Dean to attempt to resolve the grade dispute.

STEP 1: Student Information and Grade being Appealed *To be completed by the Student.*

Print Student Name			Student SJC ID#
Address (Street Name and Number)		Phone Number	
City	State	Zip	Alternate Phone Number
Email			
Course Title	Number	Section	Grade Received
Semester and Year	Course Start Date	Course End Date	Instructor's Name

Attach copies of your supporting documentation:

- A letter explaining the nature/reason for your appeal (*required*)
- Copy of the course syllabus (*required*)
- Documentation you deem relevant to your appeal (e.g., graded assignments, tests, etc.)

STEP 2: Student meeting with Instructor *The Student will schedule a formal meeting with the Instructor and present this form with the supporting documentation.*

Instructor's Comments – if additional space is needed, attach another sheet

Dispute Resolved Appeal Denied

Instructor's Signature	Student's Signature	Meeting Date
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STEP 3: Student meeting with Dean *If the Instructor denies the Appeal, the Student will schedule a formal meeting with the Dean and present this form with the supporting documentation.*

Dean's Comments – if additional space is needed, attach another sheet

Dispute Resolved Appeal Denied

Dean's Signature	Student's Signature	Meeting Date
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STEP 4: Grade Appeal Committee Review *If the Dean denies the Appeal, the Student can then request a formal hearing by the SJC Grade Appeal Committee. The Student will present this form along with the supporting documentation to the Office of the Vice President for Learning.*