

Tunxis Community College Grade Appeal Application

Name: (print) _____ Banner ID: @ _____

Signature: _____ Date: _____

Course: _____ CRN # _____

Semester: _____ Instructor: _____

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedure:

Step 1.

The grade or academic decision must be discussed with the instructor or official responsible for the decision within fifteen calendar days of the grade being assigned.

Step 2.

If the matter is not satisfactorily addressed or the instructor is not available, the student may refer the matter to the Dean of Academic Affairs by filing this form with a written appeal. The appeal must be filed with the Dean within thirty calendar days of the grade being posted.

Please attach a statement of appeal to this form and relevant information in support of it. *It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons.*

Upon receipt of such appeal, the Dean of Academic Affairs shall meet with the instructor, if he or she is available, to determine that Step 1 has taken place or is not possible and to receive all relevant information from the instructor responsible for the decision. The Dean may then refer the matter to the instructor's academic supervisor for informal consideration prior to Step 3 below.

Step 3.

The Dean of Academic Affairs shall afford a review of this written appeal; review by the Dean shall be on the basis of the written record unless he or she decides that fairness requires broader review. The Dean of Academic Affairs may request that the appeal be reviewed by the college's Academic Appeal Committee.

Step 4.

The Dean of Academic Affairs will transmit a written response within thirty days of receipt of the written appeal to all appropriate parties.

The full Board Policy may be found in the College Catalog under Student Responsibilities, Section 3: Review of Academic Standing (Policy 5.2.2) or on the BOR website: <http://www.ct.edu/files/pdfs/cc-policy-manual.pdf>