



**OWENS**  
COMMUNITY COLLEGE

**Owens Community College  
Academic Grade Appeal Form**

Student Name \_\_\_\_\_ OCID \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

*Please Print Clearly or Type*

I am requesting a review of my grade for the following (check) \_\_\_\_ course \_\_\_\_ assignment:

Complete one form for each course/assignment for which you are requesting a review:

Course and section number \_\_\_\_\_ Instructor: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Term/Date Taken: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Grade for course: \_\_\_\_\_ OR Grade for assignment being reviewed: \_\_\_\_\_

In compliance with the academic appeal procedure I have met with each of the following individuals involved in the grade review process.

**Informal Process:**

Step 1: Meet with faculty member \_\_\_\_\_  
(Instructor name) (date)

Step 2: Meet with Department Chair \_\_\_\_\_  
(Department Chair's name) (date)

Step 3: Meet with the School Dean \_\_\_\_\_  
(School Dean's name) (date)

**Formal Process** – Informal process must be complete before the formal process with the Provost can occur. Students should complete this form and submit it to the Office of the Provost for review.

Step 4: Submit written appeal and documentation to the Provost \_\_\_\_\_

I am requesting a review of my grade because (check one or all that apply):

\_\_\_\_\_ There was a computational error of my grade that the instructor refuses to correct.

\_\_\_\_\_ I was graded differently than was published in the syllabus/assignment.

\_\_\_\_\_ I was graded differently from my peers in the class.

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

***Attach a letter providing a full explanation as to why you are requesting a review of your grades. Attach all supporting documentation that you wish to be reviewed in support of your request.***