

Portfolio Appeal Form



OWENS
COMMUNITY COLLEGE

Student Name:

OCID:

Address:

Telephone Number:

Date:

Please Print Clearly or Type

I am requesting a review of the portfolio decision because for the following course:

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

Course:

Assessor:

Credit Hours:

Term/Date Submitted:

Fall

Spring

Summer

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

Step 1: Meet with Advisor, PLA Specialist or designated representative

Name

Date

Step 2: Meet with Assessor/Department Chair

Name

Date

Informal process must be complete before the formal process with the Academic Dean can occur. Students should complete this form and submit it to the Academic Dean for review.

Step 3: Submit written appeal and documentation to the Academic Dean

Signature: _____ Date: _____

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