

Grade Appeal Form

INSTRUCTIONS: (1) Download Grade Review Form and save to desktop; (2) Right click on saved desktop copy and “Open with” Adobe Reader; (3) Complete form and click on “Fill & Sign” tool to insert electronic signature; (4) Save completed form with your name and date (ex: Jane Doe 2022.01.01); (5) e-Mail to Instructor; (6) Delete desktop copy.

Student Information

Student may petition for review of a grade within 30 calendar days after the first class day of the next long session by following the Grade Review process

Student Name:		Course, Section, and Term:	
Student ID#		Instructor:	
Student Home/Cell Numbers:		Student's my.tccd.edu Email Address:	

Reason for Grade Appeal and Desired Outcome:

(In space below, provide reason for appeal and include documentation to support request)

I understand information contained in the grade appeal form will be held confidential to the extent possible. Appeal information may be shared with college officials in order to conduct a thorough review. I hereby declare that the information on this form is true, correct, and complete to the best of my knowledge.

Electronic Signature: _____

For office use only: Action Taken by Administrator(s)

Agreed with original decision of instructor	Y		N		
Dean forwards document and recommendation to VPAA for final decision. If change, Dean submits Change of Grade Form to VPAA. VPAA submits to District Admissions & Record Office A copy of the Grade Appeal Form and the supporting documentation will be filed in the Dean's office					