



## South Texas College Student Appeal of Course Grades

### Formal Appeal of a Course Grade

It is the responsibility of the student to initiate the grade appeal process by contacting the faculty member no later than 30 calendar days after the end of the semester in which the grade was issued.

Only under conditions warranting exception will the time constraint for initiating the grade appeal process be extended. Exceptions might include unexpected call to military service, extreme health issues and severe life disruption. Exceptions to the time constraint require verifiable documentation.

The student is required to provide notice to the faculty member that they are appealing their grade, using the approved South Texas College Grade Appeal Form. Appeals submitted without using the approved form will not be heard.

The faculty member is required to meet with the student that has initiated an appeal of course grades. The burden of proof lies with the student and it is the student's responsibility to provide proof that the grade should be changed.

The faculty member may choose to deny the appeal, approve the appeal or work with the student to reach a solution that is agreeable to both parties.

Once a decision is reached by the faculty member, the faculty member will note the decision on this form and sign the form. The student is responsible for returning the completed form to the Office of Admissions & Records.

#### Student Complete This Section:

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Course: \_\_\_\_\_ Semester: \_\_\_\_\_

**I have read and agree to abide by the approved South Texas College grade appeal procedures.**

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

#### Faculty Member Complete This Section:

**The student has met with me regarding their grade appeal and:**

**the student and I have reached an agreed solution (please explain):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**the student and I were unable to agree on a solution.**

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