

**Central Alabama Community College  
Final Grade Appeals Form**

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**I. Background Information**

Student: \_\_\_\_\_ Student Number: A\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**II. Course Information**

Course Number and Name: \_\_\_\_\_

Term: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Mini \_\_\_\_\_ Year

Course Instructor(s): \_\_\_\_\_

Grade Received or Academic Action Taken: \_\_\_\_\_

**III. Reason for Appeal (Check all that apply)**

- \_\_\_\_\_ Arithmetical or clerical error
- \_\_\_\_\_ Arbitrary or capricious evaluation on the part of the instructor
- \_\_\_\_\_ Substantial failure on the part of the instructor to follow grading policy
- \_\_\_\_\_ Other (Briefly state) \_\_\_\_\_

**IV. Explanation for Grade Appeal**

Explain your reason for appealing your grade and be as specific as possible. Attach any supporting documentation (course syllabus, emails to/from instructor, graded assignments, etc.). Attach additional pages if more space is needed.

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**Final Grade Appeal Process Flow  
Central Alabama Community College**

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**Instructor Decision**

The original grade is fair and accurate.

Appeal is granted. Recommended grade change is from \_\_\_\_\_ to \_\_\_\_\_.

**Comments**

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Instructor Signature: \_\_\_\_\_

Date of Response: \_\_\_\_\_

**The instructor will provide a signed copy of this page to the student. If the grade appeal is not successful and the student wishes to appeal to a division chair or program director, the instructor will submit all materials under review to the division chair or program director.**

**Division Chair Decision**

Concur with the findings of the instructor.

Appeal is granted. Recommended grade change is from \_\_\_\_\_ to \_\_\_\_\_.

**Comments**

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Division Chair/Program Director Signature: \_\_\_\_\_

Date of Response: \_\_\_\_\_

**The division chair or program director will provide a signed copy of this page to the student. If the grade appeal is not successful and the student wishes to appeal to the appropriate instructional dean, the division chair or program director will submit all materials under review to the appropriate instructional dean.**

**Dean Decision**

Decision sustained (Instructor's grade is correct)

Appeal is granted. Recommended grade change is from \_\_\_\_\_ to \_\_\_\_\_.

**Comments**

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Dean Signature: \_\_\_\_\_

Date of Response: \_\_\_\_\_