



Appeal of Final Grade to Division Coordinator

Purpose:

To appeal the final grade in a course to the Division Coordinator, if appeal has been denied by the instructor of the course. (Related Policy: Grade Appeals, found in the 2019-2020 Catalog)

Student's Name: _____ **Lola Number:** _____

Email Address: _____ **Phone Number:** _____

What is your major?

- | | | |
|--|--|--|
| <input type="checkbox"/> AC & Refrigeration (HVAC) | <input type="checkbox"/> Industrial Maintenance Technology | <input type="checkbox"/> Patient Care Technician |
| <input type="checkbox"/> Business Office Administration | <input type="checkbox"/> AALT/Louisiana Transfer | <input type="checkbox"/> Pipefitter Apprentice |
| <input type="checkbox"/> Drafting & Design Technology | <input type="checkbox"/> ASLT/Louisiana Transfer | <input type="checkbox"/> Practical Nursing |
| <input type="checkbox"/> Electrical Helper | <input type="checkbox"/> Medical Assistant | <input type="checkbox"/> Process Technology |
| <input type="checkbox"/> General Studies | <input type="checkbox"/> Medical Coding Specialist | <input type="checkbox"/> Teaching (Grades 1-5) |
| <input type="checkbox"/> Industrial Instrumentation Technology | | <input type="checkbox"/> Welding |

In what semester did you earn the grade you are appealing? _____

In what class did you earn the grade you are appealing?

Course Name: _____ **Instructor Name:** _____

CRN #: _____

On what grounds are you appealing this grade?

- the instructor departed substantially from his/her previously articulated written standards, without notifying students, in determining the grade
- the instructor imposed criteria different from those used to evaluate the academic work of other students in the class, as outlined in the course syllabus
- the instructor made a calculation error and I have tangible evidence to support the claim that an error was made

In the section below, provide your justification for why the appeal should be approved (attach any supporting documentation):

Please confirm the following:

- I have spoken with my instructor about this grade and he/she has denied my appeal, or I have contacted my instructor and I have not heard from him/her within 5 calendar days

Routing Instructions

Completed forms can be either:

1. Printed and delivered to the Student Services Office at the Gonzales, Reserve, or Westside Campus; or
2. Emailed to academicaffairs@rpcc.edu

For Office Use Only (if report is hand delivered):

Date Received: _____ **Received By:** _____

This form must be given to the Vice Chancellor of Academic Affairs for forwarding to the appropriate Division Coordinator.