

LAKEVIEW COLLEGE OF NURSING  
**FORMAL GRADE APPEAL FORM**

**Review the Grade Appeal Policy in the Student Handbook on what constitutes valid and invalid reasons for Grade Appeals.**

**STEP 1 - Informal meeting.** The informal meeting should occur within three business days after the instructor has posted the grade in Edvance360.

If the informal conference does not result in a mutually agreeable resolution, the student may proceed with the Formal Grade Appeal Process if it meets the requirements. Written verification of each step below is critical to promote a thorough review.

**Student Section:** Within three (3) business days from the informal conference, the student may submit the formal grade appeal to the instructor. (Complete pages 1 and 2) **Note: The grade appeal is void if the student does not meet any of the steps by the set time frames.**

<b>Name:</b>	
<b>Student E-mail Address:</b>	
<b>Date:</b>	
<b>Course Name and Number:</b>	
<b>Instructor:</b>	
<b>Instructor Assigned Grade:</b>	
<b>Grade as Determined by Student:</b>	
<b>Date of Student-Instructor Informal Conference:</b>	

If you cannot answer yes to at least one of these questions, your grade is not eligible for appeal.

	YES	NO
Was there an error in the calculation of an assignment, exam, midterm, or final grade that remains uncorrected?		
Was there a clerical or administrative error related to an assignment, exam, midterm, or final grade, such as a grade entered incorrectly into the gradebook?		
Was there an inconsistent application of grading criteria if the student can demonstrate that the criteria outlined in the syllabus or rubric were not applied fairly across students enrolled in the same course and semester?		
Were some criteria other than the course syllabus and/or the rubric used to assign a grade to the student?		
Was there a situation where an instructor failed to assign a grade?		

Sign your name if you have answered **YES** to any questions to proceed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Students will not be subject to adverse action due to a Grade Appeal. Retaliation against any student due to involvement in the filing or investigating a Grade Appeal is expressly prohibited.**

## STEP 2: - Appeal to the Instructor – Formal Grade Appeal

*The student is responsible for organizing their argument and has three (3) business days from their informal conference to submit the following to the course instructor.*

**Written verification to support the grounds for your appeal is critical to promote a thorough review.**

When a student discusses concerns about a grade, the case should be presented factually: the student needs to explain how they believe their work meets the criteria and rubrics the instructor assigned.

**Explain in detail the grounds for your appeal. Submit any relevant supporting materials.**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Submit the entire form and supporting materials to the instructor. (syllabus, grading rubrics, graded assignment, relevant communications, and documentation of informal resolution attempts)**

**Instructor's Section:**

Within three (3) business days from the date of receiving the student's grade appeal, the instructor will make their final decision and forward it to the student.

**Explain, in detail, the grading procedure and how the grade in question was determined.**

**Address any other issues raised in the student's statement.**

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Instructor's Signature

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Date

### STEP 3: Faculty Organization Chair/Appointed Faculty Member Review - Meets Criteria for Review?

(Note: The College President will determine the Appointed Faculty Member if the Chair is the instructor involved.)

The Faculty Organization Chair or appointed faculty member will review documentation within three (3) business days of receiving the documentation. Once the Faculty Organization Chair/appointed faculty member has determined that the criteria have been met, they will notify the student in two (2) business days of their decision.

- ☐ **Meets Grade Appeal Criteria to Move Forward to Review Committee**  
(student then meets with their advisor)
- ☐ **Does Not Meet Grade Appeal Criteria**

\_\_\_\_\_  
Faculty Organization Chair/ Appoint Faculty Member

\_\_\_\_\_  
Date

Once the Faculty Organization Chair or appointed faculty member has made a final decision about the grade appeal, the student has the right to appeal to the Review Committee. **The student meets with their advisor to discuss meeting preparation with the Review Committee.** After meeting with the advisor, the student must contact the Faculty Organization Chair/Appointed Faculty Member to get the meeting date and time details within three (3) business days.

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

### STEP 4: Appeal to the Review Committee

A formal grade appeal may proceed if:

- The meeting with the instructor did not resolve the issue(s).
- The Faculty Organization Chair or appointed faculty member determines that the appeal meets the criteria.
- All steps were followed, and the student obtained a signature from the instructor, advisor, and the Faculty Organization Chair/appointed faculty member.

**By signing below, I am appealing to the instructor's final decision on my Formal Grade Appeal, and the Faculty Organization Chair or appointed faculty member has determined that the criteria were met.**

\_\_\_\_\_  
Faculty Organization Chair or Appointed Faculty Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Review Committee Section:**

- ☐ The Grade Appeal Process was followed.
- ☐ The grounds are supported, and the grade posted will be changed from \_\_\_\_\_ to \_\_\_\_\_.
- ☐ The grounds for the grade appeal are not supported, and the grade will remain as posted.

Written summary of the meeting.

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Within three (3) calendar days, the Committee Chair will notify the student and the instructor in writing of the Committee's decision.

\_\_\_\_\_  
Faculty Organization Chair's Signature

\_\_\_\_\_  
Date

### **STEP 5: Final Level of Review – Appeal to the Dean of Nursing**

**Student:** The student may appeal the Committee's decision to the Dean of Nursing within three (3) business days.

**I am appealing to the Review Committee's decision on my Formal Grade Appeal by signing below.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Final Level of Review - Dean of Nursing Section:**

- ☐ The Grade Appeal Process was followed.
- ☐ The grounds are supported, and the grade posted will be changed from \_\_\_\_\_ to \_\_\_\_\_.
- ☐ The grounds for the grade appeal are not supported, and the grade will remain as posted.

Notes from the Dean of Nursing.

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Dean of Nursing's Signature

## STEP 6: What to Expect After Formal Grade Appeal

If the student's grade appeal is successful, the instructor will adjust the assignment grade to reflect the outcome. If the student's appeal is unsuccessful and they think the grade will affect their future success in the course, they should make an appointment with their academic advisor. The academic advisor can help the student plan whether or not to withdraw from the course or help identify academic improvement resources.

All documents about this Grade Appeal will be filed in the Dean of Nursing's Office.