

FLORIDA KEYS COMMUNITY COLLEGE STUDENT INITIATED GRADE APPEAL DIRECTIONS

Directions to Students

Students should be aware that, throughout American higher education, it is clearly established that the assigning of class grades is the prerogative of the professional educator most closely aligned with the specific class in question, the faculty member teaching the class. Therefore, student initiated grade change requests are typically rare and can only occur if it is clearly demonstrated, beyond a reasonable doubt, that the faculty member of record

1. made a proven error in grade calculation,
2. failed to observe clearly stated college policy or syllabus guidelines, or
3. was, in the judgment of the academic leadership of FKCC, impacted by extenuating and unusual circumstances.

To review the three above criteria, the student has the option of following, in order, four clearly defined steps:

Step 1: Meet with the faculty member to seek his/her approval or disapproval of the student's request. If the student's request is disapproved at the faculty level the student has the option of continuing on to the following

Step 2: Meet with the appropriate Academic Dean

Step 3: Meet with the Provost

Step 4: Request that the College-Wide Student Appeals Committee consider the appeal. The decision of the College-Wide Appeals Committee is final.

Note to Student: If you wish to continue your appeal to step4 following steps 1-3, you must provide to the Student Appeals Committee Chairperson, Ms. Michelle Cherry in room A-118 the signed form (faculty, academic dean, and provost) documenting that you have completed steps 1-3.



Grade Appeal Form

Authorizes a change to a student grade based on a student-initiated request.

Deadline: Within 30 days of when the final grade was posted for that semester.

Name: _____ Student ID#: _____
(NOT Social Security Number)

FKCC Email (primary contact): _____ Phone _____

Address: _____ City, State & Zip _____

Step 1: Meet with Instructor and have instructor sign the below form

I _____ (instructor initial) met with _____ (student's name) on
(Instructor name)
_____ date and I have _____ declined or _____ approved this student's appeal to change his/her's
grade.

Step 2: Meet with appropriate Academic Dean and have Dean sign the below form

I _____ (Dean) met with _____ (student's name) on
_____ date and I have _____ declined or _____ approved this student's appeal to change his/her's
grade.

Step 3: Meet with the Provost and have the Provost sign the below form

I _____ (Provost) met with _____ (student's name) on
_____ date and I have _____ declined or _____ approved this student's appeal to change his/her's
grade.

Step 4 (final appeal to the FKCC Student Appeals Committee)

If a student has been denied his/her grade change appeal by the instructor, the appropriate Academic Dean, and the Provost (Steps 1-3) he/she may choose to request that the College wide Student Appeals Committee review the appeal. Note, this cannot occur until the student has completed steps 1-3.



I _____ (student' name) have completed a meeting with the instructor, the appropriate Academic Dean, and the Provost and they have signed the above form. I wish to further my appeal by requesting that the College-Wide Appeal Committee review my appeal.

I understand that the below information (along with documentation for steps 1-3) must accompany my request and must be turned into Ms. Michelle Cherry in room A-118:

All requests must include the below items:

- A Letter of Explanation Student Transcripts Documentation to support your appeal for a grade change

Campus information:

Academic year: _____ Term: _____

- Key West campus Marathon campus Tavernier campus Virtual campus

Course for which you are requesting a grade appeal

Course Prefix	Course Number	CRN# (5 digits)	Course Title	Grade Granted	Grade Requested

Supporting Documentation

Documentation to demonstrate one or more of the three criteria for grade appeal must be attached.

- Syllabi
 Assignments/Test
 Grading Rubric
 Medical Documentation
 Other

Appeals received without proper documentation will be returned and not reviewed until proper documentation is provided.

By signing below I certify that I have read and understand all of the information on this form.

Student Signature

Date

Submit your request for consideration to:

FKCC Student Services Appeals Committee

fkccstudentappeals@fkcc.edu

Florida Keys Community College, 5901 College Road, Key West, FL 33040

Phone: (305) 809-3292 Fax: (305) 292-5163