

## 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 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 declined at the faculty level the student has the option of continuing on to Step 2.

*If approved, please stop here and the instructor will need to complete a Change of Grade form.*

**Instructor:** This Student Initiated Grade Appeal must accompany the Change of Grade form when submitted for approval.

#### Step 2:

Meet with the appropriate Academic Dean

*If approved, please stop here and the instructor will need to complete a Change of Grade form. If declined, the student has the option of continuing on to Step 3.*

**Academic Dean & Instructor:** This Student Initiated Grade Appeal must accompany the Change of Grade form when submitted for approval.

#### Step 3:

Meet with the Provost.

*If approved, please stop here the instructor will need to and complete a Change of Grade form. If declined, the student has the option of continuing on to Step 4.*

**Provost & Instructor:** This Student Initiated Grade Appeal must accompany the Change of Grade form when submitted for approval.

#### Step 4:

Request that the College-Wide Student Services Appeals Committee (SSAC) consider the appeal. The decision of the College-Wide Appeals Committee is final. If approved, the instructor will need to complete a Change of Grade form.

**SSAC & Instructor:** This Student Initiated Grade Appeal must accompany the Change of Grade form when submitted for approval.

**Note to Student:** If you wish to continue your appeal to Step 4 following steps 1-3, you must provide to the Student Services Appeals Committee Chairperson, Mrs. Michelle Cherry in room A-118 the signed form (Instructor, 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 below**

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

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

If approved, please stop here and the instructor will need to complete a change of grade form. If declined, the student has the option of continuing on to Step 2.

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

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.

Academic Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If approved, please stop here and the instructor will need to complete a change of grade form. If declined, the student has the option of continuing on to Step 3.

### **Step 3: Meet with the Provost and have the Provost sign below**

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.

Provost Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If approved, please stop here and the instructor will need to complete a change of grade form. If declined, the student has the option of continuing on to Step 4.

### **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 the Student Services Appeals Committee Chairperson, Mrs. 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

Attn: Mrs. Michelle Cherry

fkccstudentappeals@fkcc.edu

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

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