



## READING AREA COMMUNITY COLLEGE Academic Affairs

### -- Student Request for Review of Grades Form --

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Faculty Member: \_\_\_\_\_

Course Title and Number: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

#### Complete a detailed summary of your concern.

SUMMARY OF STUDENT GRADE ISSUE: \_\_\_\_\_

WHAT RESOLUTION ARE YOU SEEKING?

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### PROCEDURES TO FOLLOW:

1. Set up an appointment to meet with the faculty member to discuss your grade issue. If you are unable to resolve your concern after meeting with your faculty member, or do not wish to meet with your faculty member, go to step 2.

I have discussed the concern(s) with the faculty member. \_\_\_\_ Yes \_\_\_\_ No

If "No," why not? \_\_\_\_\_

If "Yes," on what date did this meeting occur? \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. If you have not been able to resolve your concern after meeting with the faculty member, you need to write a detailed description of your concern, attach that description to this form and schedule a meeting with the Division Associate Dean.

Associate Dean Comments:

STRK notes entered in Ellucian on \_\_\_\_\_  
Date

3. If you have not been able to resolve your concern after meeting with the Associate Dean you may request a review by the Academic Affairs Committee. Upon request, the Associate Dean will forward your concern to the Dean of Instruction, who is a member of the Academic Affairs Committee. The Dean of Instruction will present your materials for consideration and inform you of their determination. If they wish, students may appear before the Academic Affairs Committee.

Academic Affairs Committee Comments:

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STRK notes entered in Ellucian on \_\_\_\_\_  
Date

4. If you have not been able to resolve your concern after meeting with the Academic Affairs Committee you may request a review by the Senior Vice President of Academic Affairs/Provost by informing the Dean of Instruction, who will pass your materials for consideration to the Senior Vice President of Academic Affairs/Provost and inform you of her/his determination. If they wish, students may appear before the Senior Vice President of Academic Affairs/Provost.

STRK notes entered in Ellucian on \_\_\_\_\_  
Date

**It is understood that the final decision concerning student grades is the sole prerogative of the course instructor. Accordingly, recommendations made through the above grade review process are advisory in nature.**