



BUCKS COUNTY COMMUNITY COLLEGE GRADE APPEAL PROCESS FORM INSTRUCTIONS

Grade Changes and Challenges (see College Catalog)

The College provides an appeal procedure for students who believe that a recorded grade is not the one earned in a course. Students should first see the course instructor to resolve the matter. If resolution is not achieved, then the Department Academic Dean should be consulted. The final step in the appeal process is review by the Academic Performance Committee. It should be noted that only the instructor of a course makes a grade change. Other steps in the appeal process are advisory. Students are urged to retain all graded work until final grades have been received from the College.

How to Proceed:

- It is the **STUDENT'S** responsibility to carry this form throughout the process.
- In order for the appeal to be considered by the Academic Performance Committee **ALL** of the steps in the above policy must be documented using this form.*
- The appeal must be presented within three years of the receipt of the grade.
- The completed form and supporting documentation must be submitted to the Office of Enrollment Services, located on the first floor of the Links Pavilion. If mailing the form and documentation, please address the packet to Bucks County Community College, Office of Enrollment Services, 275 Swamp Road, Newtown, PA 18940.

I have read and understand the Grade Appeal Policy and the steps required in order to file this appeal with the Academic Performance Committee.

Student's Signature

Date

*If any of the steps required to complete this process have not been completed, please attach a statement to this form to make explanations.



GRADE APPEAL PROCESS FORM

Student Name: _____ Student Number: _____

Course Title: _____ Course and Section #: _____

Semester: _____ Year: _____

Instructor's Name: _____ Department: _____

STEP 1 – Discussion with Instructor – Date: _____

Basis of Student Appeal:

Instructor's Response:

Student's Signature and Date

Instructor's Signature and Date

STEP 2 – Discussion with Academic Dean – Date: _____

Basis of Student Appeal:

Academic Dean's Response:

Student's Signature and Date

Academic Dean's Signature and Date

*If any of the steps required to complete this process have not been completed, please attach a statement to this form to make explanations.

STEP 3 – Date Appeal Submitted: _____

If additional space is needed, please attach a written statement to this form.