



**INSTRUCTIONAL GRADE APPEAL
STEP 2 – APPEAL TO SCHOOL**

Step 2-Part A: This portion of form completed by student within 5 business days of receipt of instructor decision.

The grade appeal at the instructor level was not resolved to my satisfaction; therefore, I appeal to the school.

Only the original explanation of circumstances and documentation will be considered.

Attach:

Step 1- Instructional Grade Appeal form to instructor with original explanation of circumstances and documentation.

Student Signature: _____

Date: _____

Step 2-Part B: This portion of form completed by School within 10 business days of receipt of the form from the student.

SCHOOL DECISION: Grade remains

Grade change to: _____
(School initiates Grade Change Form)

Comments:

School Signature: _____

Date: _____

If grade is not changed, student may appeal to the Executive Director, Academic Affairs within 5 days.

Original to Student, copies to School and Instructor.