

GUILFORD TECHNICAL COMMUNITY COLLEGE

This complaint form is to provide the College with initial notice that you believe an error has occurred or a procedure has not been followed correctly. Grade-related complaints must be submitted to the academic department chair. This form should NOT be used if you wish to appeal a conduct decision. Conduct appeals can be made by completing the appropriate conduct appeal form; consult the Community Standards Office at scjaeschke@gtcc.edu for full details of that process.

STUDENT COMPLAINT FORM GRADE RELATED

Directions

Date:

- The student must complete and submit this written appeal within 15 days of the beginning date of the subsequent term.
- The student must submit the written appeal to the faculty member's Department Chair/Program Director/Coordinator.
- Upon completion of the appeal process, this form and additional documentation will be retained in the office of VP of Instruction.
- Timeliness: While every attempt will be made to address the complaint in the shortest possible time frame, processing at each step cannot exceed 10 working days; however, the time may be extended by agreement of both parties or by extenuating circumstances as decided by the administrator to whom the complaint is presented. If the issue is not resolved at one level and the student chooses to move the concern to the next step of the appeal process, s/he must complete that action within 5 working days of receiving a decision.

STUDENT INFORMATION	
Name:	Student ID#:
Phone Number:	Email Address:
Course# and Title of the Grade Being Appealed:	Semester/Year of Grade Being Appealed:

FACULTY INFORMATION	
Faculty Name:	Office:
Email Address:	Phone extension:

APPEAL INFORMATION
<p>1. Identify the reason for your appeal. Per our grade appeal policy, a student may only appeal final grades for one of the following reasons. If your reason does not fit one of those listed below, you are not able to appeal this grade.</p> <p>I am appealing my final course grade due to:</p> <ul style="list-style-type: none">Inconsistency between what is written in the syllabus and what is practiced in the classroomA grade miscalculationErrors in the final exam if a change in final exam grade would cause a change in the course gradeInconsistent classroom practices
<p>2. Provide your rationale for why the grade should be reviewed. Attach relevant information if needed.</p>
<p>3. Explain any previous attempts to resolve the matter.</p>
<p>4. Propose your desired resolution.</p>
<p>Student Signature:</p>

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FOR COLLEGE ADMINISTRATION USE ONLY

APPEAL LEVEL: Department Chair/Program Director/Coordinator	Date Appeal Received:
Decision Rendered:	
Signature:	Date:

APPEAL LEVEL: Dean/Director	Date Appeal Received:
Decision Rendered:	
Dean/Director Signature:	Date:

APPEAL LEVEL: Associate VP Instruction (for Credit courses only)	Date Appeal Received:
Decision Rendered:	
Associate VP of Instruction Signature:	Date:

FINAL APPEAL LEVEL: VP Instruction (for Credit courses) VP Corporate and Continuing Education (for Non-Credit courses)	Date Appeal Received:
Decision Rendered:	
VP Signature:	Date: