



STUDENT GRADE CHANGE REQUEST FORM

Name: _____ Student ID: _____

Email: _____ Phone: _____

This form is intended to address student concerns regarding the **final grade** given for a completed course at either Spokane Community College or Spokane Falls Community College. This process must be initiated no later than the tenth instructional day of the quarter following the quarter of the appealed grade course (excluding summer quarter).

Students should have completed the following steps before initiating a grade change request:

- Student is enrolled at either SCC or SFCC.
- Student has communicated their concern to the instructor that issued the grade, but their concern has not been resolved.
- This form is being initiated no later than the tenth instructional day of the quarter following the graded course that is being appealed (excluding summer quarter).

Course Taken: _____ Instructor Name: _____

Quarter Taken: Fall Winter Spring Summer Year: _____ Grade Received: _____

Explanation of concern and basis of grade change request:

- Extraordinary Circumstance: Please check this box if there is an absence of the instructor for which the grade change is being sought, or an extraordinary circumstance exists that has prevented the student from initiating this request prior to the tenth instructional day of the quarter following the graded course that is being appealed.

Explanation of Extraordinary Circumstance:

Student Signature: _____

Date: _____

Once completed, this form is to be turned in to the Division Dean for the course grade being challenged. Students will receive written notification describing the outcome of their petition, i.e., approved or denied.

FOR OFFICE USE ONLY	
Grade Change Request: Granted <input type="checkbox"/> Denied <input type="checkbox"/>	Final Grade Assigned _____
Dean's Signature: _____	Date: _____

Appeals of Dean's decision should include a copy of the decision notification and be submitted to the Chief Academic Officer for the appropriate campus, as outlined in the Grades Procedure 4.40.01 A. The student will receive written notice of the outcome of their petition, i.e., approved or denied.