



MUSKEGON COMMUNITY COLLEGE  
FINAL GRADE APPEAL FORM

Petition # \_\_\_\_\_  
Rec'd/STRK Date \_\_\_\_\_

Date: \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Telephone Number \_\_\_\_\_ Alternate \_\_\_\_\_  
Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Instructor's Name \_\_\_\_\_ Course Name \_\_\_\_\_ Section \_\_\_\_\_

Semester/Year of Appeal: \_\_\_\_\_ Original Grade Received:  Grade Requested:

**Instructions:**

STEP ONE-INSTRUCTOR DECISION: Consult with the instructor to see if an understanding can be reached. If the instructor denies your request, ask the instructor to provide a written response by completing step one on the back (or page 2) of this form. The instructor should give you a copy of the syllabus from the course listed along with an explanation of how the grade was determined.

STEP TWO – DEPARTMENT CHAIR DECISION: If step one is denied by the instructor, consult with the Department Chair in which the course was offered. Following a review of your appeal and the instructor's response, the Department Chair must provide his or her written opinion of the appeal along with any additional pertinent information.

STEP THREE – VICE PRESIDENT FOR ACADEMIC AFFAIRS or DEAN OF INSTRUCTION AND ASSESSMENT DECISION: If step one and two are denied, consult with the VP for Academic Affairs or the Dean of Instruction and Assessment. Following a review of your appeal, the instructor and Department Chair's responses, the Vice President/Associate Vice President of Academic Affairs must provide his or her written opinion of the appeal along with any additional pertinent information.

STEP FOUR – PETITIONS COMMITTEE DECISION: If you are not satisfied with the outcome of the previous decisions, you must submit this written appeal with signatures and attachments to the Student Assistance Counter.

**YOU MUST INCLUDE a typed attachment (no more than 2 pages) providing all relevant details and documentation that support your appeal including the remedy you are requesting.**

**Read this statement carefully:**

- I am applying for the Final Grade Appeal. I have attached all the documentation that I want reviewed. MCC has made me aware of the typical outcomes of the appeal process but I understand that my own situation may vary from those.
- I understand that the decision of the Student Services Council/Petitions Committee is final.

By signing below, I indicate that I understand each item above and I am certifying that the information I am providing is true. Misrepresentation of fact or documentation may be sufficient cause for automatic denial of this appeal and may be in violation of the Student Conduct Code.

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

The Student Services Council is the governing body that decides Final Grade Appeals. It meets on the third (3<sup>rd</sup>) Tuesday each month. If you would like to attend the meeting when your Appeal will be reviewed, please contact Christy Fogg, Associate Registrar, 231-777-0240.

PLEASE NOTE: ALL FINAL GRADE APPEALS MUST BE SUBMITTED AT LEAST ONE WEEK PRIOR TO THE SCHEDULED MEETING.

(Submit this form to the Student Welcome Center or mail to the address below)

**Student Services Petitions Committee**  
Muskegon Community College  
221 S. Quarterline Road  
Muskegon, MI 49442

**STEP ONE – INSTRUCTOR DECISION**

GRANTED  DENIED Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Reason for Decision

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**STEP TWO – DEPARTMENT CHAIR DECISION**

GRANTED  DENIED Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Reason for Decision

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**STEP THREE – VP FOR ACADEMIC AFFAIRS OR DEAN OF INSTRUCTION AND ASSESSMENT DECISION**

GRANTED  DENIED Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

Reason for Decision

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**STEP FOUR – PETITIONS COMMITTEE DECISION**

GRANTED  DENIED Petitions Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Reason for Decision

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**NOTE: A COPY OF THIS FORM SHOULD BE RETURNED TO THE STUDENT AFTER EACH DECISION.**