

RICHLAND COMMUNITY COLLEGE
INFORMAL STUDENT APPEAL PROCESS

Student Name: _____ ID#: _____

Course(s): _____ Grade(s): _____

Semester grade(s) received: _____
Is request within 1-year time limit? (*See Below)
____ Yes
____ No (Request cannot be met)

Met with instructor(s) involved and discussed situation: ____ Yes ____ No
Situation resolved?

____ Yes
Resolution: _____

Instructor(s) Signature(s): _____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____

____ No (Proceed with Next Step)

Met with Dean(s) involved and discussed situation: ____ Yes ____ No
Situation resolved?

____ Yes
Resolution: _____

Dean(s) Signature(s): _____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____

____ No (Proceed with Next Step)

If situation is not resolved at Instructor or Dean level, a Request for Formal Hearing form may be filled out by the student and submitted to the Vice President of Student and Academic Services. A Hearing of the Judicial Board will be scheduled within 30 days of the form's submission.

***Richland Board Policy 4.6.3: "Grade appeals must be filed no later than one year from the last day of the term for which the grade was received."**